Robert Smith

Assistant Network Administrator III

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Active Directory, Network Management / Administration, Cisco Networking.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

PERSONAL STATEMENT

Seeking to join a dynamic and energetic Information Technology team that will allow to challenge and develop abilities while contributing to the team's overall success.Performs and schedules demonstration or training sessions for District staff; trains staff in the use of specialized applications; assists with the preparation and distribution of operating procedures for users.

WORK EXPERIENCE

Assistant Network Administrator III

ABC Corporation - 2006 – 2007

Responsibilities:

- Managed vendor relationships, perform risk assessments, managed capital expenditures, and coordinated external dependencies.
- Worked within an operating and capital budget as well as technology budgets for all project locations.
- Implemented an electronic help desk solution to increase accountability of support and its response time.
- Collaborated with organizational teams through a series of upgrades to capitalize on emerging technologies.
- Served with the unified communications team to increase productivity via network enhancements Exploited emerging internet technologies to allow remote access to key systems globally rather than locally.
- Enabled formation of paperless projects.
- Implemented new BIM building processes integrating multiple parties in a purely digital environment.

Assistant Network Administrator

Delta Corporation - 2004 – 2006

Responsibilities:

- Create, and maintain user accounts in AD and Exchange.
- Provided customer support for all WAE users; created, modified, and disabled Windows, Novell, Exchange accounts and VPN setup to keep a proper .
- Kept printers, copiers, and fax machines working for client usage coordinating with outside venders, and suppliers Maintained Wi-Fi Network, Windows .
- Completed preventive and emergency maintenance on all Servers, Workstations, and peripherals maintaining a relationship between outside venders, .
- Implemented three Windows 2003 servers into the company network.
- Installed a new public domain controller and Microsoft Exchange Server 2003.
- Completed a company-wide Windows XP Professional upgrade.

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Education

Management - (University of Houston - Business Administration)

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