

Objective

Results-oriented Computer Systems Specialist professional with 15 years of experience in end-user support, systems deployment, configurations, operation, and maintenance. Demonstrated skills in support for software and hardware in a multiple audience environment. Experience in Windows architecture, networking infrastructures and design, network administration, and documentation skills.

Skills

Microsoft Office 2010, Computer Skills.

Work Experience

Computer Systems Specialist

ABC Corporation - February 2015 – February 2016

- Acted as a technical resource for students, teachers and other district personnel for the purpose of assisting in the use of various hardware and software.
- Administered systems and servers related to district LAN and WAN (e.g. email system, accounts, print queue, workstation ID, IP assignments, computer labs, classroom computers, etc.) for the purpose of ensuring availability of services to authorized users.
- Assessed malfunctions of hardware and/or software applications (server or local machine resident) for the purpose of determining appropriate actions to maintain computer operations.
- Assisted in the selection and installation of computers and network equipment for the purpose of meeting the technology needs of the district.
- Installed computer equipment, network (client and server) software and hardware on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining equipment and software.
- Prepared written materials (e.g. procedures, documentation, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Designed, implemented, and supported of custom user projects.

Computer Systems Specialist

Delta Corporation - 2014 – 2015

- Maintained Local Area Network that was based on the Banyan Vines platform utilizing Token Ring topology as the units Information Systems Coordinator.
- Planned, designed, installed, optimized and troubleshoot Local Area Networks.
- Supported 3500 civilian users to include account management, PC Support, printer support.
- Worked in a team environment supporting HP and SCO UNIX systems.
- General administration of Novell Network v4.1 servers.
- General administration of desktops/laptops with Microsoft Windows 95 and Microsoft Windows v3.1.
- General administration of Novell GroupWise 4.1.

Education

GED