

ROBERT SMITH

Sr. Information Technology Administrator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Driven, success oriented IT professional focusing on cost-effective solutions and management of various information technology facets. Well versed in maintaining all company software, licensing and operating standards. Displays effective written and verbal communication skills between departments and various personnel.

CORE COMPETENCIES

Microsoft Office, Windows Server 2003, Windows Server 2008, Routers, Switches, Switches.

PROFESSIONAL EXPERIENCE

Sr. Information Technology Administrator

ABC Corporation - December 2011 – August 2014

Key Deliverables:

- Performed end user support through desktop remote tools such as DameWare, Remote Desktop, and Citrix Shadow feature.
- Implemented and supported services for all Microsoft related server technologies.
- Administration of Information Systems including antivirus, web filter, email filter, backup solutions, proxy server and event monitor.
- Performed patch management for workstations, PCs and servers using Microsoft WSUS server.
- Lead point of contact for all end user support with IT systems, applications, mobile devices and technology services.
- Provided technical services and support for local and wide area networks, including connectivity management, routers, firewalls, and security infrastructure components.
- Performed inventory management of PCs, workstations and servers using Microsoft System Center and responsible for mobile computing end user devices.

Information Technology Administrator

Delta Corporation - 2007 – 2011

Key Deliverables:

- Maintained network hardware/software, conduct user management, assisted in upgrades and expansion Conducted business/technical communication.
- Managed technical services for seven Glacier Park hotels and restaurants.
- Implementation and/or Administration of the following technologies Amazon Web Services, Google Apps for Business, Microsoft Azure, Microsoft Exchange.
- Support Services to local and remote users in California, Texas, China & Argentina.
- Test and debug website and code.
- Skills Used Coding, programming and debugging skills.
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

- AAS in creation and supervision, research and troubleshooting - September 2007(Hennepin Technical College - Brooklyn Park, MN)