

JAMES CLARK

IT Administrator

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🌐 www.qwikresume.com



PROFESSIONAL SUMMARY

Jack of all Trades with a creative mindset and a drive to succeed. Skilled welder, craftsman, designer, mechanic and IT asset with a background in construction, cabling, implementation, network administration and end-user support. Seeking a career with the opportunity to grow and continue to develop professionally. Qualifications and Skillset Network cabling and termination Experience with VOIP and related hardware Extensive experience with all Windows Experience with analog and digital phone sys- I can handle most anything that is thrown my way.

WORK EXPERIENCE

IT Administrator

📅 May / 2024-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Supported and maintained all company data and technological infrastructure for both international and nationwide locations.
2. Upgraded, repaired and configured computers, application software, servers, and various other peripherals.
3. Provided end-user and remote support and technical assistance for server and client computers, enterprise applications, telecommunication systems, network components, etc.
4. Conducted monthly server maintenance and applied updates and patches.
5. Maintained entire telecommunications environment: terminal and port infrastructure and configuration, created and maintained user phone and voicemail accounts, analog modem accounts, and multi-option callers menus for corporate surveys, hotlines, and bulletin lines.
6. Designed and diagrammed an optimized internal voicemail directory structure utilizing minimal network resources.
7. Developed company training manuals for technical processes involving setup, configuration and usage of various software applications and hardware, system, and network components that aid end users and other IT department staff members.

IT Administrator

📅 May / 2023-May / 2024

Summit Peak Industries

📍 Denver, CO

1. Maintained Windows 98, XP, 2000/NT server, and Unix server, local and long distance for over 50 employees.
2. Provided system management for servers, desktops, and offsite help desk support Managed data security, system-wide backups, created and implemented Ghost and anti-virus security.
3. Coordinated EDI activities for customers to provide electronic billing and warehouse order releases.
4. Training and troubleshooting for print distributor software.
5. Created and maintained TopForm Webec online e-commerce sites; customized to include customer's identities and related images.

EDUCATION

Bachelor of Science in Information Technology

📅 May / 2022-May / 2023

Tech University

📍 Toronto, ON

Focused on network administration, database management, and IT project management.

SKILLS

Computer Skills



It Service Management



Network Management



Network Administration



ACHIEVEMENTS

- ★ Implemented a new user onboarding process that decreased setup time by 40%.