ROBERT SMITH

IT Associate (Finance)

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

SUMMARY

Junior IT Associate with 3 plus years of experience in the Finance domain is seeking to contribute my technical skills to an organization which seeks to continuously improve their corporate and technical growth, in order to confidently and competitively participate in the business market.

CORE COMPETENCIES

Working Knowledge Of Sharepoint 2010, Working Knowledge Of MS SQL Network + Security + Written Communication Database Administration, Customer Services Support, Network Administration, Website Management

PROFESSIONAL EXPERIENCE

IT Associate (Finance)

KPMG - August 2011 – September 2014

Key Deliverables:

- Managed users (90) and computers (130) in the active directory environment (Windows server 2003, 2008, and 2012) such as addition and removal of objects, granted permission rights and established organizational unit policies.
- Assisted the staff with software and hardware installations and isolated and rectified ongoing troubleshooting problems (remote and physical support via remedy helpdesk).
- Conducted weekly incremental and full back up procedures via Symantec Backup Exec 2010 R2.
- Deployed and configured corporate software, operating system patches, and Microsoft office 2007 and 2013(Word, Excel, Outlook, Exchange) update via SCCM 2007 R2.
- Scheduled and completed procurement procedures, purchasing of all IT equipment (desktop, laptop, and peripherals), and assignment to users.
- Installed and configured IP network printers, wireless routers, and VMware workstations.
- Created system, application, and network documentation and maintained an updated listing of all equipment through the use of an asset inventory list.

System Analyst

Inter American Development Bank (contract), Nassau, Bahamas - May 2011 – August 2011

Key Deliverables:

- Provided technical assistance for the use of computers, portable devices, video conference equipment (Polycom), and corporate and local applications.
- Assisted in the local procurement and management of infrastructure components.
- Acted as the liaison between country offices and technical teams based in the Caribbean region.
- Managed Dell Blade Servers for continuous stable communications between regional offices.

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

ROBERT SMITH

IT Associate (Finance)

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

- Observed and controlled the status and performance of system components and network facilities
- Identified, diagnosed and resolved the problems affecting the system and network performance
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

EDUCATION

- BBA in Computer information Systems (Distinction) - (College Of The Bahamas)

2259 Oak Street, Old Forge, New York, 13420

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**