

# ROBERT SMITH

## IT Systems Administrator (Contract)

[info@qwikresume.com](mailto:info@qwikresume.com) | <https://Qwikresume.com>

Dynamic personality with excellent presentation skills Accomplished, achievement driven and results orientated Familiarity with accounting, bookkeeping and legal documentation Team leader, detail orientated, able to multitask Ability to maintain employee and customer satisfaction as well as meeting company objectives Bilingual- fluent Spanish Excellent at prioritizing issues in a fast paced environment Computer hardware, server & software specialist.

### **MAY 2014 - JANUARY 2016**

#### **IT SYSTEMS ADMINISTRATOR (CONTRACT) - STRASSBURGER MCKENNA GUTNICK & GEFSKY**

- Assisting in the support of all production hardware, 90+ software programs as well as application systems.
- Providing 24/7 support - primary go-to person for all hardware and software related issues reported by Attorneys and Staff.
- Maintaining window servers, Citrix servers, VMware servers, file servers, print servers, VPN gateways and phone systems, PDAs, desktops, laptops, MFDs, HP and Xerox multifunctional device printers.
- Planning the required maintenance of all servers, desktops, laptops, hardware, software and networks to provide a stable and reliable environment.
- Making the recommendations for network, hardware and software upgrades, budgeting and purchasing.
- Analyzing, supporting and isolating the issues quickly and efficiently while making recommendations for inner network and firm infrastructure.
- Imaging laptop and desktops, setup users, relocating and deploying the computers to employees.

### **JANUARY 2002 - DECEMBER 2013**

#### **IT MANAGER / FIRM ADMINISTRATOR - NACHSHIN & LANGLOIS, LLP**

- Responsible for managing day-to-day operations for a high profile fast paced law firm.
- Managed all aspects of billing, budgeting, invoicing, purchasing, account reconciliation and record management.
- Analyzed and made recommendations to firm partners for future improvement and growth of firm systems and infrastructure.
- Recruited, hired, trained and evaluated a cross functional staff of technical and administrative employees.
- Administrated and negotiated all interactions with vendors and consultants.
- Implemented process improvements redefining staff roles and bringing in new technologies.

- 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

A.S. in Business Management & Engineering - (Los Angeles Valley College )

## SKILLS

Microsoft Office 356, Watchguard Firewall, Windows 7, Windows 10, Windows Server 2012, Windows Server 2016, Mac OS X, IOS, VOIP, Vendor Relations, WAN, LAN, Exchange Online, Microsoft Office, Ubiquiti UniFi, Ubiquiti Video Surveillance, DHCP, DNS, Active Directory