

Tammie Robertson |

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Objective:

Obtain a challenging career in real estate that will allow me to utilize my leadership, knowledge, time management, interpersonal, multi-tasking, and communication skills to embrace and foster a collaborative learning, strategic planning, and profitable environment.

Skills & Abilities:

- MCP & MCSE Certified
- Troubleshoot/problem resolution
- Network repairs & Maintenance
- People and Time Management skills
- Industry Knowledge & experience
- Ability to work independently
- Contract negotiation skills
- Patience and Integrity
- Punctual & Detail oriented
- Hardware & Software
- Network system installation
- Data backups

Experiences:

Dean Network Tech Program Director - Virginia College 2015-2019

- Prepared curriculum, syllabi, student workshops, student development, and special projects
- Develop, implement, administer, and evaluates programs, policies, procedures, and budgets
- Implements scheduling for students, faculty, and staff
- Administer professional growth and development
- Promote and support diversity on campus
- Taught classes to prepare students for Microsoft Certifications
- Software Troubleshooting
- IT support & customer service

Junior Network Administrator - A E Petsche 2002-2014

- Server NT, 2000, 2003, 2008, 2012
- Exchange 5.5, 2000, 2003, 2007, 2010, 2013
- Microsoft Windows Widows 98, 2000, XP 7, 8, &10

- Conduct new-hire training, continuing education, in-service, development training
- Created & implemented policies: help-desk, new-hire, separation, & password
- Prepare for internal and external audits
- Software Troubleshooting
- IT support & customer service
- ShoreTel VOIP

Education:

03/2017	New England College of Business Master's in Business Ethics & Compliance	Boston, MA
10/2016	New England College of Business Master's in Finance Graduated: cGPA 3.97	
10/2016	Keller Graduate School Master's in Human Resource Management Graduated: with Distinction	Irving, TX
06/2006	Keller Graduate School Master's in Information Systems Management Graduated: with Distinction cGPA 3.85	
01/2003	Northwood University Bachelor's in Business Administration Graduated: Magna cum Laude cGPA: 3.90	Cedar Hill, TX
08/1995	Richland Community College Associates Arts & Science Graduated: cGPA 3.75	Dallas, TX