

# RASHEEDA DAVIS

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## Information Technology

Results-driven IT professional with experience implementing solutions in support of business objectives & regulator adherence. Comfortable executing IT practices while communicating efforts down to the tactical road-map necessary to achieve operations, infrastructures, & company goals.

### Certifications:

ComTIA Security+ Certification Course: In Progress  
CompTIA A+ & Network+ Certified: 2018  
Microsoft Office Specialist, Word & Excel Certified: 2012

### Valuable Strengths That Impact the IT Enterprise

Tactical Planning & Execution • Relationship Management • Corporate Strategy • Enterprise Integration Strategic Alignment • Operations Management • Cross Functional Collaboration Risk Assessment & Impact Analysis Cloud/Edge Computing • Valuing diversity & inclusion within corporate environments

## IT Career Experience

### Hardware

- Upgrading/replacing internal desktop/Laptop components: Optical drives /Expansion Cards
- Progressive background supporting various types of cell phones & services:
  - Support for email on iPhones, Android, Blackberry, & Windows based smartphones

### Software

- Installing & configuring Microsoft operating systems
- Windows Vista, windows 7, Windows 8, & working knowledge of Linux (Ubuntu)
- Proficient in Anti-Virus & Malware Removal
- Data Management, backup, recovery, system restores, & disk imaging
- Remote Desktop Support utilizing industry standard applications (RDP, TeamViewer, VNC)
- Knowledgeable in the use of desktop virtualization software (Virtual Box, VMware)

### Networking

- Vast ability to determine virus activity at the desktop level & perform network assessment
- Network programming, installation & troubleshooting of LAN & WAN networks
- Configuration / Installation of wired/wireless routers, switches, hubs & managing group permissions
- Knowledgeable in mapping & configuring network drives

## Career History Evolution

**Purchasing** | Belmont Hardware | Walnut Creek, CA | 2016-2017  
**Computer Lab Coordinator** | Rubicon Programs | Richmond, CA | 2014-2015  
**Office Manager** | Synergy: Technology Charter School | Antioch, CA | 2012-2014  
**Case Manager** | Job Opportunities of Nevada | Reno, NV | 2007-2008  
**Operator/Dispatcher** | Tel-Com | Reno, NV | 2006-2007