

ROBERT SMITH

Sr. Web Administrator

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

SUMMARY

A position that utilizes my expertise in computer technology, and allows growth within the organization.

CORE COMPETENCIES

Windows 7, DNS Server, Cloud Applications, Network.

PROFESSIONAL EXPERIENCE

Sr. Web Administrator

ABC Corporation - January 2008 – 2015

Key Deliverables:

- Modified applications-related data to provide protection for disaster recovery.
- Reviewed or updated web page content or links in a timely manner, using appropriate tools.
- Monitored systems for intrusions or denial of service attacks, and report security breaches to appropriate personnel.
- Identified, standardized, and communicated levels of access security.
- Administered internet/intranet infrastructure, including components such as web, file transfer protocol FTP, news mail servers.
- Collaborated with development teams to discuss, analyzed, or resolved usability issues.
- Tested backup and recovery plans regularly to resolve any problems.

Web Administrator

ABC Corporation - 2005 – 2008

Key Deliverables:

- Galway, Ireland Solely responsible for administration and maintenance of the ecommerce website for Kennys.ie, the largest Irish online bookshop.
- Major Projects Design, development and administration of two new sites for bookshop and gallery.
- Handcoded every line of HTML, CSS and Javascript on these sites, with a focus on natural Search Engine Optimization for increased conversion.
- Databases Used Crystal Reports to create and modify sales and inventory reports, and administrated the companys sales and inventory database using handcoded SQL.
- Migrated an inventory of 250,000 items to a new database system and helped integrate this system into our search engine and online shopping cart.
- Maintained inventory databases across numerous online marketplaces, including Amazon, Alibris and AbeBooks.
- Transition As a result of Kennys successes with online sales during my tenure, they were able to migrate the bookshop from a bricksandmortar store to operating solely online..

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EDUCATION

- Bachelor of Science in Mechanical Engineering - 1997(The University of Texas at San Antonio - San Antonio, TX)