

# ROBERT SMITH

## Information Systems Coordinator II

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To supervise the maintenance and upgrading of computerized police records management systems, ensure system security and ensure compliance with applicable laws, rules and regulations.

## EXPERIENCE

### Information Systems Coordinator II

#### ABC Corporation - 2001 - 2005

- Processed purchase orders on a daily basis from order entry to invoicing.
- Processed customer credits and claims.
- Compiled weekly sales figures into Excel spreadsheets.
- Assisted the accounting department in collections.
- Arranged logistics for outgoing products to the customers.
- Inventoried bulk floral products on a bi-weekly basis.
- Evaluated the functionality of current and future systems and makes recommendations ongoing

### Information Systems Coordinator

#### Delta Corporation - 1996 - 1999

- Oversaw Helpdesk, Mailroom and Print Shop operations - Started negotiating contracts with hardware and supply vendors and used the opportunity to.
- Maintained network Client and Server applications Installed OS patches and performed upgrades to PCS Application support for 1500 Users environment.
- Help Desk support and new hardware setup and service.
- Hardware and Software Ordering.
- Responsible for the upgrade and replacement of more than 150 computers on base in support of the computer upgrade/tech refresh.
- Made over 32,000 issues of repair parts in support of 3 Marine Aviation Logistic Squadrons and numerous deployed ships.
- Supervise more than 4 personnel in matters of customer service relations.

## EDUCATION

- Associate In Applied Science In Digital Media Technology - August 2009(Asheville-Buncombe Technical Community College)

## **SKILLS**

Microsoft Office, EDI, Windows 7.