

Web Administrator

ROBERT SMITH

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Objective

Implementing various types of businesses from food and beverage management to the Insurance business to owning own franchise, and maintaining a company website.

Skills

C++, Visual Basic, MySQL, PHP, Javascript, HTML, C, Unix Administration, Web Development, Photoshop, Microsoft Office, Apache, Linux.

Work Experience

Web Administrator

ABC Corporation - December 2005 – July 2006

- Edited content, managed editors, and provided usability feedback for Web site development projects that showcased the companys business.
- Responsible for keeping records of daily sales, daily expenses, customer service, accounting, web positioning and birth of a Website.
- Published websites Determine sources of web page or server problems, and take action to correct such problems.
- 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 reported security breaches to appropriate personnel.
- Administered internet/intranet infrastructure, including components such as web, file transfer protocol (FTP), news and mail servers.
- Collaborated with development teams to discuss, analyze, or resolve usability issues.

Web Administrator

The Gem Shop, Inc - 2004 – 2005

- Developed and maintained the companys multiple websites.
- Published new products for website multiple times weekly.
- Maintained a clean website for visitors.
- Published a weekly e-newsletter and developed all social media marketing.
- Track inventory and sales of web products.
- Assisted with all other marketing for store.
- Proficient with Adobe Photoshop, Wordpress, Microsoft Suite Products, and Shopify..

Education

Bachelor's in Computer Information - (Florida Metropolitan University)