

Robert Smith

Web Administrator II

PERSONAL STATEMENT

Emphasis in field work for my degree. An abundance of time spent with research teams on different projects collecting and analyzing data. Degree encompasses systematic and creative methods used to influence and respond to dynamic changes occurring in neighborhoods, cities, and regions throughout the world. Degree is heavy in planning and design methods pertaining to environmental health.

WORK EXPERIENCE

Web Administrator II

ABC Corporation - April 2001 - June 2013

Responsibilities:

- Experienced in coordinating, planning, and supporting daily operations and administrative functions as well as performing other assignments.
- Experienced in installation and maintaining pcs and software for 200 + users.
- Demonstrated capacity to provide comprehensive support for senior-level management, including managing and coordinating projects and processes in support of effective business operations.
- Maintained detailed records, generated reports, coordinated meetings along with designing and collaborating data to create the Pueblos intranet and internet websites.
- Advanced experience in computer hardware and software applications.
- Prepared technical training and process documentation for team, to aid with day-to-day support issues.
- Wrote a set of jsps and servlets to redirect users from their old site to the new site.

Web Administrator

ABC Corporation - 1999 - 2001

Responsibilities:

- Axxess Technologies is an Internet Service provides that caters large corporations and medium scale businesses.
- ROLES AND RESPONSIBILITIES Responsible for Systems Manage the IIS/ Apache web servers including security, Configure domain names, activates FTP accounts, Technical support in web/domain hosting related problems, Evaluates new technologies and applications for the web service, Manage central database (via MS SQL 7.0 Administration), Oversees all technical aspects of an organizations website.
- Upgrades and maintains servers, hardware, software, e- mail, Investigates system errors, performs backups, and ensures user accessibility and site performance.
- Receive inquiries for technical support for Internet connection and e-mail troubleshooting.
- This is Dummy Description data, Replace with job description relevant to your current role.
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CONTACT DETAILS

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SKILLS

Microsoft Office, PHP,
Graphic Design, MySQL,
HTML, CSS, JQuery, Web
Design, Web
Development.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

to your current role.

- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelor of Arts in Environmental Planning & Design - (University of New Mexico - Albuquerque, NM)