

ROBERT SMITH

Information Systems Coordinator I

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SUMMARY

To obtain a Information Systems Coordinator position where can use skills, education, experience and initiative.

SKILLS

Active Directory, System Administration, Management, Marketing, Unix, Autocad, Exchange.

WORK EXPERIENCE

Information Systems Coordinator I

ABC Corporation - September 1999 – December 2014

- Planned, developed, and implemented all automation improvements.
- Maintained on all servers, network appliances and workstations.
- Troubleshoot all network issues, hardware issues and software issues.
- Built and maintained employee intranet.
- Maintained and troubleshoot computer presentation system.
- Maintained and troubleshoot Microsoft Exchange Online via Windows PowerShell.
- Performed all upgrades, installs, patches and working with vendor tech support as problems arise.

Information Systems Coordinator

Delta Corporation - 1996 – 1999

- Was the resource in our department dedicated to maintaining the integrity and accuracy of the almost 800 enterprise application records in our.
- Communicated with application subject matter experts to create, retire, or maintain .
- Responsible for analyzing and resolving over 800 trouble tickets for the Marine Corps Enterprise Network (MCEN) leading to an availability Rate of 5 .
- Created and managed over 1000 user accounts across over 3 different classifications of networks.
- Manage permissions for all section files and folders within the MCEN shared drive and SharePoint site.
- Coordinated all computer information data processing to include data entry, accounts receivable, accounts payable, insurance, patient billing.
- Prepared monthly, quarterly, and annual financial statements.

SCHOLASTICS

- AS in Criminal Justice - January 2010(Kentucky Community and Technical College System)