

Robert Smith

Web Administrator/Clerk

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Skills CCNA, CCENT,
CompTIA A+, Word,
Excel, Salesforce,.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Highly motivated individual is seeking a Junior Network Engineer position, within an organization that can utilize skills in strong customer service gained from 14 years of experience. Competitive, passionate and driven with outstanding work ethic. Continuously striving for success by aiming to be an asset and build value within the company.

WORK EXPERIENCE

Web Administrator/Clerk **Cardiology Outlet - 2013 - 2019**

Responsibilities:

- Monitored the website for quality assurance, communicate directly with web developers for website updates and bugs.
- Provided daily technical support for network, connectivity, telecommunications, peripheral equipment, and system maintenance.
- Managed email set up spam controls and ensured that virus protection was up-to-date.
- Proactively monitored and reviewed electronic account and transaction data for suspicious activity and possible fraud.
- Configured medical devices for Emergency medical records, online marketing and sales (ECG).
- Collaborated with TWDB executives to design high profile Water For Texas Water State Water Plan..
- Serviced members on the phone with questions on 403(b)s, 457(b)s, and ira accounts.

Web Administrator **JSR Merchandising - 2010 - 2013**

Responsibilities:

- I am currently the web administrator for JSR Direct, a merchandising company that provides licensed rock, heavy metal, and entertainment merchandise for tours and ecommerce sales.
- Ecommerce Created and maintain Magento Community website with over 6k+ products across over 80+ micro-site web stores.
- Manage both B2B and B2C ecommerce stores.
- Graphic Design Creation and management of promotions and promotional materials for the web; including gifs, banners, sliders, etc.
- Search Engine Optimization - Keyword Research Website Analysis using Google Analytics.
- Facebook store creation for bands using Magento API.
- Skills Used Magento (Enterprise and Community) PHP Angularjs jQuery HTML5 & CSS3 Photoshop through CS6 Indesign Print design skills Responsive and mobile design for tablets and phones Wordpress Joomla Custom CMSs - flat file & database driven Working with APIs.

Education

BA in Sociology - (CSU Northridge - Northridge, CA)