

ROBERT SMITH

IT Administrator/Database

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SUMMARY

15 years work experience in Information Technology. Excellent communication, organizational and interpersonal skills. Experienced in SQL, Database Objects and Excel Detail-oriented, accurate, and dependable, with an uncompromising work ethic. Skill Matrix:.

SKILLS

Networking: LAN, TCP/IP, DHCP, and DNS. Cisco Unified.

WORK EXPERIENCE

IT Administrator/Database

ABC Corporation - February 2014 – September 2014

- Provided EHS/PM software, hardware and network support for local offices.
- Ran reports using Business Objects and Excel.
- Work with providers and clinical staff daily to customize EHS parameters and System.
- Manage all security and user administration functions to conform with HIPPA.
- Worked with EHS vendor Greenway to troubleshoot issues, bugs, enhancements and run upgrades.
- Mapped internal order codes with lab vendor codes, reconciled missing orders.
- Managed ESI phone network, reprogrammed keys, adjusted call tree, printed new templates.

IT ADMINISTRATOR

WEIR OIL AND GAS - 2010 – 2014

- Responsible for design, administration, maintenance and improvement of all company IS, IT and communications systems at two operating sites.
- Administration of company ERP system User desktop support Manage all IT/IS related projects Administer all IT/IS, communications, access control and video security systems Reduced departmental operating expenses by 28%, while improving network performance and user support experience.
- Implemented paperless document control system, reducing Sales and Accounting department paper usage by, roughly, 75%.
- Managed implementation projects to transition company to new ERP, Job Costing and Time and Attendance systems.
- Managed project to expand and improve building security systems.
- Managed project to design and implement new off-site data backup and disaster recovery system.
- Managed implementation of bar code inventory control systems in warehouse facility..

SCHOLASTICS

- BS in Psychology - (APPALACHIAN STATE UNIVERSITY Boone - Boone, NC)