Sr. Information Systems Coordinator

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama.

Objective

To obtain a Information Systems Coordinator position in desktop support and or computer operations reflecting over 20 years of operations experience.

Skills

Data Analysis, Information Technology, Management, Minitab.

Work Experience

Sr. Information Systems Coordinator

ABC Corporation - 1998 – 2003

- Responsible for overseeing day to day operations of data center consisting of multiple IBM AS/400 computer systems, used for all in house hospital operations, ex.
- Accounts payable, accounts receivable, payroll, human resources etc.
- Responsible for overseeing day to day operations of Compaq/Tandem Himalaya series K mainframe computer system used for patient information, admitting, medical records, patient billing etc.
- Responsible for all daily, weekly, monthly, quarterly, yearly systems backups as well as weekly system maintenance and system refreshes.
- Responsible for monitoring and logging all on site as well as off site computer media.
- Preformed all IBM PTF s when required Scheduled and preformed all system updates, upgrades when requested from IBM or in house system staff.
- Responsible for monitoring daily and weekly downloads for in house hospital departments and uploaded applicable information to work stations located throughout the hospital.

Information Systems Coordinator

Delta Corporation - 2008 – 2013

- Wholesale & Retail Petroleum Sales Wayne R.
- Information Systems Manager Downsizing.
- implementation, and maintenance of over 80 different user accounts, network computers, and telecommunications devices for all users.
- Configured and deployed over 80 tablet computers while maintaining 0 percent data loss during the transfer of user profiles across the network both.
- Provided essential training in the use and operation of a touch screen device, as well as instructing unexperienced users in the differences between.
- Remotely managed over 10 different network printers and fax lines.
- Generated and edited Homeowner/Fire policies Processed Property/Casualty Insurance claims Produced end-of-month reports Wrote a procedures manual.

Education

Bachelor's- (Kingsborough Community College)