

# ROBERT SMITH

## IT Administrator/Assistant IT Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Recent college graduate with network administration knowledge, including back-up, security management, web-design, applications support, and e-mail systems.

### CORE COMPETENCIES

Web Design, Networking, Computer Repair.

### PROFESSIONAL EXPERIENCE

#### IT Administrator/Assistant IT Manager

ABC Corporation - March 2015 – September 2015

##### Key Deliverables:

- Completely updated and redesigned user experience for company website.
- Conceptualized, planned and executed original designs for a wide range of web site properties.
- Used site analytics and metrics to define and monitor success.
- Implemented and maintained firewalls, series switches, and security appliances.
- Maintained and monitored the server room, the wireless network, and other server infrastructure.
- Advised team members on technical issues and career development.
- Delivered on-site IT and AV technical support.

#### IT Administrator

ABC Corporation - 2013 – 2015

##### Key Deliverables:

- Achievements Cut hardware support fees by 40% through outsourcing.
- Responsibilities Assisted in the managing of the family business of truck parts and equipment.
- Performed IT setup, maintenance, and support.
- Built and maintained company website using FrontPage 2000.
- Oversaw accounting information and payroll.
- Helped with outside and over-the-counter sales.
- Tracked lease agreements for rental trucks..

### EDUCATION

- Associate of Science in Networking and Programming - (West Georgia Technical College - LaGrange, GA)