

# ROBERT SMITH

## Asst. Information Systems Coordinator

[info@qwikresume.com](mailto:info@qwikresume.com) | <https://Qwikresume.com>

A analytical and detail-oriented information technology professional with extensive experience in system administration. Additional strengths include experience with database administration, scripting and programming languages. Executes technical projects that move cross-functional goals and company visions forward. A forward-thinking performer who improves upon convention and suggests solutions with latest test systems and methodology to deliver innovative and stable production platform.

### 2008 - 2015

#### ASST. INFORMATION SYSTEMS COORDINATOR - ABC CORPORATION

- Collaborated with Novell NetWare, SUSE Linux Enterprise Operating Systems, and Windows.
- Managed backups of file and email systems, using Networker and Reload.
- Restored data for customers throughout campus.
- Audited file, GroupWise, and application servers.
- Built SUSE Linux and Windows 2008R2 Servers.
- Oversaw deployment, configuring, and maintaining servers.
- Troubleshoot systems hardware / software problems.

### 2000 - 2002

#### INFORMATION SYSTEMS COORDINATOR - DELTA CORPORATION

- Telephone System AS/400 Operations MAPICS DB programming and configuration.
- Machine Interface Applications Project History Responsible for maintaining users, software/hardware update, system maintenance, reporting of the .
- Clipper, Query 400, Audix Telephone System.
- Responsible for management of the firms Information Systems Department, including full P&L responsibility, program management and vendor management .
- Database administration Establish and train on data entry standards for customer service representatives and technicians Manage data content.
- Administer departmental file, web, and antivirus servers (Windows Server 2003-2012, Ubuntu) Manage network and system security with firewalls and .
- Assisted with the development and maintenance of the organizations web infrastructure, including the creation and deployment of Drupal sites, and .

## **EDUCATION**

B.S. in Computer Information Science - (UNIVERSITY OF MARYLAND - Adelphi, MD)

## **SKILLS**

Instructional Design, E-learning Development, Training, Microsoft Office.