

Jacob Moody

System Analyst

RESUME OBJECTIVE

Motivated, experienced professional seeking a challenging career opportunity where information technology experience, call and email etiquette, software, hardware, problem-solving, adaptability, and leadership capabilities will be focused on the successful operation of a company.

TECHNICAL SKILLS


Application Development <ul style="list-style-type: none">• Python• Bash• Powershell• HTML/CSS• Javascript• Java• C	Management <ul style="list-style-type: none">• Directing and training IT staff• Coordinated purchasing, Inventory and information technology.• Product management and project leadership through quickly resolving all technical needs and training in a fast-paced environment.• Ticket Systems Assigner
Networking <ul style="list-style-type: none">• Access Point Configuration• Firewall Configuration• AP name assignment• Aruba controller administrator	Other Experience <ul style="list-style-type: none">• Basic System Administration<ul style="list-style-type: none">◦ Windows Server 2008+◦ Active Directory◦ VMware vSphere• Spiceworks ticket administrator• CAMS ERP Management (cloud/on-premise)• Zoom advisor and administrator


EXPERIENCE

System Analyst


Oakland City University, Oakland City, IN / November 2021 - Present

- Provides technical direction and training to IT support staff and campus faculty.
- Quickly resolves technical problems in offices, classrooms, and labs for five campuses owned by the university.
- CAMS integration and administrator
- Writes policies required for information technology department.
- Software administrator over all necessary platforms.
- Phone systems administrator, configuring new and reassigning changes in the directory.
- Active Directory Administrator
- Installs Operating Systems

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EDUCATION

Major Computer Science

Oakland City University

May 2023

CORE SKILLS

Communication

Work ethic

Time management

Problem Solving

Adaptability

Teamwork

Leadership

Integrity

- Microsoft and Google Administration
- Maintaining software consultant and analyst
- Windows Specialist
- Travels to multiple buildings and campuses while resolving and communicating changes to provide solutions.
- Professionally provided technical assistance in a high-pressure environment.

I.T. Work Study/Student Worker

Oakland City University, Oakland City, IN / August 2019 – August 2020

- Installs Operating Systems
- Microsoft and Google Administration
- Windows Specialist
- Travels to multiple buildings and campuses while resolving and communicating changes to provide solutions.
- Professionally provided technical assistance in a high-pressure environment.

Team Leader

GCQA, Princeton, IN / April 2017 – February 2018

- Build documentation for sorts.
- Communicate with customers on sorting to keep a flowing environment of product.
- Train team members on how to properly inspect the parts.
- Assist with sorting parts.
- Document defective parts to send back to the original company to be fixed or disposed of.
- Communicate with other locations to ensure adequate staffing.

Assistant Store Manager

Dollar General, Princeton, IN / June 2016 – April 2017

- Verified truck products.
- Counted product in the store.
- Handled drops to the bank and money in the store.
- Helped set up schedules for employees.
- Went through training with new staff.

Key Holder

Dollar General, Princeton, IN / December 2015 – June 2016

- Verified truck products.
- Counted product in the store.
- Handled drops to the bank and money in the store.
- Went through training with new staff.

REFERENCES

Maria Cottier

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