

IT Systems Administrator I

ROBERT SMITH

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Objective

Over 13 years of work experience in Information Technology within Vermont State Government. Adept technical professional with a variety of skill sets including access management, information assurance, conducting system security risk assessments and vulnerability analysis, evaluating software, developing and presenting training materials, and assisting users. Experience with LEAN process improvement techniques and meeting facilitation.

Skills

Powershell, Active Directory, Account Management, Server 2008, Switches, Sophos Cloud, Networking, Database Management, Data Entry, Desktop Support, Microsoft Office 365, Documentation, AS400, Skype For Business, Technical Writing, Windows, Kronos, Sharepoint, Routers, Dell Sonicwall, DOS, Cmd, Javascript, HTML 5, CSS3, JQuery, Git, AngularJS, Bootstrap, Virtualization, Vmware

Work Experience

IT Systems Administrator I

Vermont Agency Of Transportation - March 2010 - Present

- Managing 2,600+ user accounts and 400+ security groups to provide access to the systems.
- Creating and maintaining the PowerShell scripts that generate reports to identify objects for cleanups, such as stale user accounts, empty groups, and disabled computer accounts.
- Reviewing and modifying the SOW and RFP for active directory upgrade from functional level 2003 to 2012.
- Comparing vendor proposals and applied weighting factors to select one to be awarded the contract.
- Suggesting and enacting the new standards to use the security filtering feature to limit GPO application, and to utilize user preferences for mapping network drives instead of running "net use" scripts.
- Experience with SCCM, Intune, and Landesk systems management software.
- Proficient with McAfee ePolicy Orchestrator, managing McAfee agent, virusscan enterprise, and drive encryption for 1,600+ clients, including remote clients that connect via directaccess.

ADMINISTRATIVE ASSISTANT

ABC Corp - 2007 - 2010

- Heavy calendar management, Scheduled appointments, and meetings based on business priorities.
- Managed domestic and international travel itineraries- including visas, hotels, cars etc.
- Experience with Concur entered and processed executive expense reports.
- Answered phones, took memos, maintained files as well as being in charge of sending out mail correspondence.
- Ordered, stocked and distributed office supplies in a timely manner.
- Performed routine and specialized administrative duties, including data research and coordination of special events.

- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

Education

Computer information Systems - (Community College Of Vermont - Montpelier, VT)Associates in
Computer And Network Servicing - (New England Tech - Warwick, RI)