First Last

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OBJECTIVE

Land a job in Linux

EDUCATION

XYZ College

Bachelor of Arts (BA)

Major: Computer Information Systems or Computer Science

COMPUTER SKILLS:

Operating System: Windows, Virtualization, and Linux

Computer Languages: Batch and PowerShell scripting

Networking: Static IP assignment, NIC management, WSUS, etc.

Database: Exposure to Microsoft Access or MySQL etc.

OS Applications: WSUS, Active Directory, DNS, FTP server, Web (IIS), NTP, Backup and Restore, Microsoft Word, Excel, PowerPoint etc.

CERTIFICATION

Any Certification or Training   (If not then leave it out)

CLASSES/COURSES

Professional Windows Training   *Udemy.com*

- *Complete Windows Server Administration*

EXPERIENCE

Windows System Lab Setup and Management

- Install and configure Windows server 2016, 10 and 7
- Oracle VirtualBox installation, configuration and management
- Windows filesystem management
- User account management
- Create processes and schedules jobs
- System monitoring (users, process, application, performance, networking etc.*)*
- Log monitor when system have issues
- Write basic batch and PowerShell scripts
- Manage OS network *(ping, ipconfig, netstat, networking configuration)*
- Install, update or un-install windows and 3rd party programs
- System hardware management and identify system peripherals
- Install and manage domain controller and Active Directory
- Management of DNS (Add, delete records such as, A, CNAME, PTR etc.)

- Create and manage Active Directory users and computers
- Windows server group policy management
- WebServer (IIS) installation, configuration and management

01/01/2018 – date **Your last or existing company name** *Location*
- Anything you have done
- Day to day tasks
- Etc.