### <INSERT Candidate’s full name>

### Employment History

• 04/2013 to Current

• Information Technology Manager Company Name ï¼​ City , State

• A bankruptcy Trustee office handling Chapter 13 and Chapter 12 cases for the Northern District of Georgia Manages application

• database/hardware systems used to track Chapter 13 bankruptcy cases, all office technologies,, information systems, and anti-spam/anti-

• virus servers.

• Evaluates, recommends, implements, supports, and troubleshoots hardware and software.

• Maintains LAN/WAN infrastructure, connectivity, and security as well as LAN user documentation.

• Performs disaster recovery planning.

• Administers licenses and service contracts; schedules service visits from vendors and suppliers.

• Defines, documents, assesses, and updates IT-related procedures as needed.

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### Education

• Master of Science : Leadership Walden University ï¼​ City , State

• 2015

• Master of Science : Information Systems Management Project Management Walden University ï¼​ City , State

• 2013

• Bachelor of Science : Information Systems Management Mechanical Engineering Walden University ï¼​ City , State

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