

IT executive, Network Administrator IT executive, Network Administrator Network Administrator - Ocean Pacific Seafood Group, Waiichi Cooperation, Daiichi Cooperation, Seafood Co Staten Island, NY Intelligent bilingual Chinese and English Network Administrator with exceptional insight into computer security and tasked with implementing firewalls, VPNs and anti-malware technologies. A diligent employee with expertise upgrading networks, software and hardware. Results-driven IT professional well-versed in MS Enterprise Systems, network engineering. Proficient in recovery planning, and training with the ability to problem-solve and conduct critical analyses. Committed to providing high-level solutions that drive small business and provide outstanding cost efficiency. Ready for a new position that involves troubleshooting and issue resolution in the IT environment.

Work Experience IT executive, Network Administrator Ocean Pacific Seafood Group, Waiichi Cooperation, Daiichi Cooperation, Seafood Co July 2017 to Present Analyzed intricate server issues and supported enterprise and small business-critical application Managed the configuration of the local area network, wide area network and corporate internet system Kept flexible schedule and resolved after-hours and weekend emergencies quickly and accurately Consulted users to determine areas in need of improvement Installed and supported hardware and software, including desktops, servers and printers Researched, recommend, configured and supported hardware and software for multiple departments Configured new employee work stations, including all hardware, software and electronic devices Provided local and remote Tier 1 IT support for hardware and software to company personnel Documented changes to the group policy after upgrading the domain function level Build and monitored the company's firewall inbound/outbound rules to block anonymous attempt Ensured that data was back up everyday on a regular basis and that disaster recovery procedures were consistently updated to prepare for an incident YHK Quality Service Inc March 2016 to March 2017 Office assistance Administered physical and digital filing systems, keeping records well-organized and easily retrievable by team members Maintained office supplies inventory by checking stock and ordering new supplies as needed Received and screened high volume of internal and external communications Improved productivity initiatives, managing office support tasks and coordinating itinerary and

scheduling appointments American Business Institute Corp February 2015 to February 2016 Office assistance Routed agreements, contracts and invoices through signature process Maintained business records by updating customer information Answered approximately ten to fifteen phone calls daily and pleasantly welcomed visitors to office Scheduled Education B.A. in Computer Science in Computer Science Queens College, City University of New York June 2017 Skills DISASTER RECOVERY, VPN, ACTIVE DIRECTORY, CISCO, DHCP

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