

Network Administrator Network Administrator I'm Moving. Longview, TX Work Experience Network Administrator BLAKE FURNITURE WAREHOUSE - Longview, TX November 2007 to Present Furniture retailer with 10 stores throughout East Texas. NETWORK ADMINISTRATOR November 2007 to Present Managed daily operations including opening and closing warehouse facilities, monitored and managed multiple stores retail systems, And also responsible for the end of the week/month reports. Trained new employees while supervising up to 5 employees per store in addition to providing customer service and computer processing. Improved organization and customer service as well as increased productivity through restructuring store processes. Provided customer service, sales processing, As well as money and credit card transactions in addition to opening and closing the warehouse. Recognized for troubleshooting and repairing all computers and computer related problems for the entire company. Education Associate in Information Technology C.L.C. - Norcross, GA June 1999 to July 2000 Skills LAN, MICROSOFT OFFICE, WORD, NETWORKING, MCSE, LAN/WAN, TRAINING, Technical Support, Customer Service, Windows Additional Information Network Technology certificate from Computer Learning Centers in addition to over 11 years of networking and network management experience including training and supervision of personnel. Highly adaptable and resourceful, rapidly learns new procedures and processes, quickly adjusts to changes in schedule, environment and organizational objectives. Detail-oriented with exceptional multi-tasking abilities, self-motivated and goal-oriented, thrives in independent operations and team dynamics, with effective interpersonal and communication skills. Demonstrates professionalism, tenacity, thoroughness and dedication, with solid work ethic and friendly demeanor in executing professional responsibilities. Operating Systems Troubleshooting Software Hardware Systems Terminology Electronic Data Processing Networking MCSE A+ ADDITIONAL TRAINING AND SKILLS Proficient in Windows operating systems, Microsoft Office Suite Word, Internet and Convergence. LAN/WAN and MAN Networks.

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