

SYSTEM ADMINISTRATOR SYSTEM ADMINISTRATOR Work Experience SYSTEM ADMINISTRATOR Lighting Etc., Inc. - Houston, TX March 2016 to Present Managed entire IT infrastructure and successfully fulfilled all service requests, local and remote. Spearheaded a consolidation of multiple individual accounts to business plans Managed company VOIP phone system and extension listings Implemented new security protocols including enforcing password standards for company users Transitioned company's entire IT infrastructure to new location Trained new employees on software and company procedures Purchased and maintained supply inventory Provided company-wide desktop and remote help desk support Setup and configured Microsoft Exchange Server mail system Ensured data/media recoverability by implementing a schedule of system backups and database archive operations Education Bachelor of Applied Science in Information Technology University of Houston Clear Lake 2022 Associate of Applied Science in Applied Science San Jacinto College 2019 Skills System Administrator, System Admin, Active Directory, Vmware, Active Directory, System Admin, System Administrator, Vmware

Name: Rebecca Cooper

Email: lithomas@example.net

Phone: 308-773-0994x985