

Systems Administrator Systems Administrator Riverside, CA Authorized to work in the US for any employer Work Experience Systems Administrator Loma Linda Academy - Loma Linda, CA February 2011 to Present Responsibilities -Provide advanced level technical support of network hardware, servers, workstations, mobile devices, and software applications. -Install, repair, troubleshoot and maintain PC and Mac client software and hardware -Develop Macintosh and Windows OS based system images with applications for distributed deployment to staff and student computing devices. -Monitor, troubleshoot and support network infrastructure components including firewalls, switches, wireless controllers and access points in a switched ethernet environment. -Support existing vlan infrastructure while developing and planning for new additions based on environmental changes. -Manage the use of public IP addresses from service provider; maintain internal DHCP reservations along with static IP assignments for servers, UPS devices, network appliances, switches, firewalls, printers, workstations, etc. -Support on-premise Microsoft Exchange server and spam filtering. -Manage and monitor internal web filter for students, staff and guests. -Maintain data center environmental and monitoring equipment. -Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups. -Install and maintain Windows and Macintosh based servers; manage administrative server roles including DNS, DHCP, Print Server, WSUS, and Group Policy Management. -Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure and add new services as necessary. -Support, maintain and create Active Directory service objects including user and computer accounts, group policies and VBS scripts. -Perform software and firmware updates, upgrades and maintenance on network hardware components. -Create and manage users in VoIP phone system; assign extensions, hunt groups and maintain user account database; install phone hardware where applicable. -Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. Configure CPU, memory, and disk partitions as required. -Maintain and support growth of SAN (NetApp and VM Ware vSphere) virtualized server environment Accomplishments Set up and established Apple's VPP, DEP,

AirWatch and JAMF MDM solution for iOS devices Streamline device imaging processes for new and used computer hardware Skills Used Moderate to advanced troubleshooting and problem solving Utilize resources provided in work environment Prioritize, accomplish and complete tasks in a timely manner Sales Associate II Loma Linda University Campus Store - Loma Linda, CA July 2009 to February 2011 Responsibilities -Provide superior customer service to students, staff, faculty and the public and answer and phone inquiries -Responsible for stocking, inventorying and receiving; data entry of new merchandise -Troubleshoot basic to moderate computer technical issues and repair or suggest a variety of options -Install hard drives, memory modules, run disk utilities, update systems, configure and install Windows on Apple computers via virtual machine; other various computer related tasks Skills Used Demonstrate customer service; display a courteous and polite attitude Exhibit and promote teambuilding and teamwork Adapt and learn new products and technologies to educate customers Projects Office Assistant Riverside Unified School District - Riverside, CA January 2006 to July 2009 Responsibilities -Perform clerical duties to assist staff, students and parents -Interact with the public and provide information about school events -Operate and assist staff with a variety of office equipment, printers, copiers, etc. -Maintain a knowledge of basic accounting methods, modern office practices, operation of a computer terminal, and oral and written communication skills -Type agendas, memos, budget authorizations and purchase orders Account Administrator Manheim Auto Auctions - Riverside, CA February 2003 to December 2005 Responsibilities -Ensure vehicle titles are released and assist dealers with potential title problems -Create and maintain individual dealer files and organize vehicle titles and sales receipts -Create, maintain and distribute aging reports for overdue accounts receivable -Follow up on sales, respond to dealer inquiries relating to vehicles and titles, provide quality customer service, and resolve routine issues and discrepancies Technician I Sears Auto Center - Riverside, CA June 2000 to February 2003 Responsibilities -Properly install tires and batteries in vehicles in a timely manner -Responsible for cleaning shop and maintaining appearance -Stocking and inventorying incoming items -Interact with customers and provide a detailed explanation of services Education Computer Information Systems Riverside City College - Riverside, CA 2000 to

2014 High school Diploma Rubidoux High School - Riverside, CA 1996 to 2000 Skills Microsoft Office (10+ years), Microsoft Server Manager, Microsoft Server Manager (5 years), Microsoft Remote Server Administration (5 years), Data Entry, Cisco Networking: Routing and Switching, System Administrator, Active Directory, System Admin, VMware Certifications/Licenses Career Preparation Certificate in Computer Information Systems- CISCO Networking CCNA Routing and Switching Course Completion Certificate Introduction to Networks Switching Essentials Scaling Networks Connecting Networks Assessments Technical Support Expert May 2019 Measures a candidate's ability to apply protocols to identify errors and solutions in order to maintain system function. Full results: https://share.indeedassessments.com/share_assignment/8c65mkvh2z8jod7k Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

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