

DATA SYSTEMS ADMINISTRATOR DATA SYSTEMS ADMINISTRATOR DATA SYSTEMS
ADMINISTRATOR - UNITED STATES MARINE CORPS Jacksonville, NC Work Experience DATA
SYSTEMS ADMINISTRATOR UNITED STATES MARINE CORPS September 2017 to Present

Planned and implemented upgrades to system hardware and software. Resolved issues and
escalated problems with knowledgeable support and quality service. Worked with users to
determine areas in need of improvement. Directed onsite training for business users to maximize
productivity. Implemented Marine Corps policies, technical procedures and standards for
preserving the integrity and security of data, reports and access. Diagnosed and troubleshooted
Windows processing problems and applied solutions to increase company efficiency. ELECTRONIC

KEY MANAGEMENT SYSTEM CUSTODIAN UNITED STATES MARINE CORPS February 2016 to
September 2017 Served as custodian of classified documents. Operated and maintained field
communications equipment. Maintained 100% accountability of all assigned equipment worth
\$5,448,170.20. Conducted monthly and annual inventories for inventory totaling \$5,488,170.20.

Planned and briefed personnel on missions. Documented and processed classified materials.
Managed all electronic keying material for the unit Monitored confidentiality of information through
enforcement of privacy procedures. TRANSMISSIONS SYSTEMS OPERATOR UNITED STATES
MARINE CORPS September 2014 to September 2016 Encrypted and decrypted communications
when sending and receiving messages. Operated communications systems to send and receive
transmissions. Monitored confidentiality of information through enforcement of privacy procedures.

Operated and maintained field communications equipment. Planned and briefed personnel on
missions. Tracked the personal and professional development of Twenty-three employees and
provided mentorship to promote growth and alignment of the United States Marine Corps core
values. Education A+ CE TYLER JUNIOR COLLEGE January 2019 to January 2022 HIGH
SCHOOL DIPLOMA WINONA HIGH SCHOOL Skills Problem-solving Additional Information SKILLS

Leadership Adaptable Organized Oral and Written Communications Self-Motivated
Excellent problem-solving skills

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