

Systems Administrator Systems Administrator New Milford, NJ Authorized to work in the US for any employer Work Experience Systems Administrator West of Hudson Properties - Fair Lawn, NJ January 2017 to Present Maintain and monitor network and system security; Install, upgrade and monitor software and hardware Troubleshoot problems with Windows 10 (or prior) to include network connectivity issues reported by employees and analyze and isolate issues; Administer servers, laptop and desktop computers, printers, routers, switches, firewalls, phones, company mobile phones, software deployment, security updates and patches Utilizes Rent Manager software to both train over 60 employees and make overall company enhancements Marketing Analyst Churchill Corporate Services - Hawthorne, NJ December 2016 to December 2017 Maintained and updated website content for apartment listings on Booking.com and Expedia.com for the North-East region Verified compliance of listing photos with state rules and regulations Assisted with marketing efforts on social media to include facebook and instagram Researched rates of regional properties to ensure prices are competitive with surrounding properties Paralegal Melvin Marx, P.A - Fort Lee, NJ May 2015 to June 2016 Analyzed and organized case information and data findings in order to create initial pre-hearing submissions Communicated with clients and insurance providers for necessary documents Utilized Needles software to open and close case files, request records, and draft preferred legal documents Disburse and process award letters and checks for respective clients Directing and transferred telephone calls to appropriate staff and assist with routine duties of daily operations Field Organizer Democratic Party of Georgia - Savannah, GA May 2014 to November 2014 Recruited, managed and trained 80+ volunteers on the basis of canvases and phone banks Coordinated public events to ensure the local community were well informed of the current election Improved voter retention by 62% in inner city community through educational and outreach programing Managed voter registration, absentee and early voting programs though phone banks and canvassing collecting data and loading into Votebuilder database Legal Assistant Nash & Mance, LLC - Savannah, GA January 2014 to May 2014 Devised a filing system in order to ensure organization among attorneys Drafted a variety of documents such as affidavits, discoveries, and declaration pages and prepared written reports of fact findings

Managed calendar of two attorneys by monitoring deadlines and upcoming court dates
Interviewed clients, took minutes and transcripts of hearing and analyzed documentary evidence
Improved job knowledge by participating in educational opportunities such as workshops, seminars, development, and outreach programs
Office of Student Affairs Receptionist Savannah State University - Savannah, GA July 2011 to January 2014 Greeted visitors and students upon entrance of office Answered phones by directing and transferring calls to appropriate staff Maintained office supply inventory and managed purchase orders Managed four office calendars and scheduled appointments Created publications for upcoming events such as flyers, brochures, and programs for prospective students; Education Bachelors of Science in Political Science Savannah State University - Savannah, GA August 2010 to May 2014 Masters in Business Administration with IT concentration Western Governors University March 2018 Skills Efficient with the following operating systems and software packages: Windows 2007, Windows Vista, Windows XP, Windows 8, Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft Publisher, Microsoft PowerPoint, and Adobe Photoshop (4 years), System Administrator, System Admin Links <https://www.linkedin.com/in/sharasimonebennett> Certifications/Licenses Graphic Design January 2018 to Present Event Planning Present

Name: Christina Smith

Email: sara70@example.com

Phone: 506.440.4093x01989