

Systems Administrator Systems Administrator Systems Administrator Stockton, CA Authorized to work in the US for any employer Work Experience Systems Administrator Defense Logistics Agency May 1989 to October 2014 As a systems administrator/desktop support associate, I was responsible in helping maintain the workstations and servers supporting my local office users and our local/remote datacenters. I also provided feedback and support to my senior administrators and managers for continuous improvement of processes and procedures. I successfully installed, setup and configured our local MOM, SMS, Symantec Antivirus, BEA WebLogic, Informatica and Business Objects servers to new hardware all in the span of one year. I was required to follow strict DOD security guidelines while configuring these new systems. I sustained by being the lead administrator on these servers. On a day to day basis, my regular duties included: Monitor systems and applications through Microsoft Operations Manager and Solar Winds Orion. Manage end user accounts, permissions and access rights. React to system outages and escalated helpdesk requests. Troubleshoot and assess any server/application outage that may affect day to day processing. Utilized advanced problem solving skills to solve server and desktop issues. Respond to senior administrator requests for information. Ensure compliance with Department of Defense security procedures on servers and workstations. Update hardware inventory as needed utilizing Microsoft Excel. Member of after hour on-call rotation. Relay application and server problems/issues that arise to management, IT team and end users. Utilized my documentation skills to assist other administrators on my team solve issues quickly. Secretary, Administrative assistant Performed a variety of administrative duties in support of the mission. Answered incoming telephone calls. Scheduled meetings and maintained calendar for supervisor and staff. Order supplies and maintained inventory and equipment. Compose, type, and proofread a variety of correspondence and documents including take notes during meetings. Transmitted confidential communication correspondence between different office locations. Distributed incoming and outgoing mail. Processed and verified employee time cards. Trained other admin assistants on time card entry at remote sites. Perform other duties and responsibilities as required. Received monetary award for developing payroll documentation for staff to utilize, resulting in a savings for the

government. Trained staff on Microsoft Word/PowerPoint/Excel software applications. Worked independently when supervisor was out of the office. Setup staff network printers. Setup staff email (outlook) Bookkeeping Advanced knowledge of Excel, Word, and Power Point

Independently manages aspects of the Branch Chiefs daily operations, including: managing a highly complex schedule, proactively and promptly managing changes in scheduling agendas, priorities and needs. Independently analyzes problems, determines approach, prepare reports/recommendations. Trained co-workers on systems, and functions. Transcribed emails and letters to outside sources on behalf of management. Education Computer Science Coursework Delta College - Stockton, CA Skills DOD (10+ years), EXCEL (10+ years), INVENTORY (10+ years), MICROSOFT OPERATIONS MANAGER (10+ years), OPERATIONS (10+ years), Active Directory, System Administrator, Vmware, System Admin Links <http://www.linkedin.com/in/robin-liette-597905153> Additional Information Technical Expertise

Active Directory Domain account creation/deletion/modification Domain group creation/deletion/modification Password resets Account unlock Mailbox setup Common Access Card (CAC) setup User certificate installation Group Policy Operating Systems Microsoft Server 2003 Microsoft Windows XP, 7 Microsoft Windows 10 Server Applications Active Directory Users & Computers Console (ADUC) Group Policy Management Console Microsoft SCCM 2007 (System Center Configuration Manager) Microsoft SMS 2003 (Systems Mgmt. Server) MOM 2005 (Microsoft Operations Manager) Symantec Antivirus Server Registry Editor Working knowledge of SCCM Working knowledge of Microsoft DNS Applications/Programming Microsoft Office Professional Plus 2013 (Word, Excel, PowerPoint, Outlook, Visio, Project) Microsoft Office 2007 Microsoft Office 2003 BMC Remedy Ticket system Lenel OnGuard Card entry system SSH Tectia Oracle Client Additional Skills Printer and Print Driver installation Set folder/file security permissions Manage Access rights/permissions Modified local security groups on servers/workstations Event Log troubleshooting Operating System security patching Information Assurance DoD Computer Security Compliance Continuity of Operations Plan (COOP) Exercises Working knowledge of

Video Conferencing software Strong troubleshooting skills Maintain local hardware Inventory of all IT equipment Experience in using remote tools such as RDP, Computer Management, and Skype for Business, TeamViewer, and SMS.

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