

Jr. Systems Administrator Jr. Systems Administrator Jr. Systems Administrator - UIC
ACCC-LANSoft Chicago, IL Work Experience Jr. Systems Administrator UIC-ACCC LANSoft -
Chicago, IL October 2017 to Present Maintained flexible schedule and responded to on-call
situations in a timely manner. Prioritized tasks and carefully managed time to meet delivery dates.

Followed departmental policies, standards, and technical procedures to preserve machine
consistency. Resolved tickets through Request Tracker with knowledgeable support and quality
service. Checked proper functioning and performed maintenance on campus machines. Planned
and implemented software and OS upgrades Provided support for supervisors when needed.
Produce Clerk Jewel-Osco October 2015 to August 2016 Restocked shelves when product was
running low in a timely & presentable manner. Scanned shelves and product cases to locate
expired, outdated and spoiled items. Followed corporate quality & sanitation guidelines. Assisted
in training new employees. Stayed current on available products & store promotions to provide
better service. Pleasantly greeted customers and provided prompt and courteous service at all
times. Helped customers complete purchases by collecting payments and bagging purchases.
Education Master's in Management Information Systems University of Illinois At Chicago - Chicago,
IL August 2019 to December 2020 Bachelor's in Information & Decision Sciences University of
Illinois at Chicago - Chicago, IL September 2014 to May 2019 Skills Java, Microsoft Office, Python,
Software Implementation, Remote Access, Teamwork, Database Design

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