

Administrator Administrator Henderson, NV Authorized to work in the US for any employer Work Experience Administrator Arthur Murray DS - Torrance, CA December 2014 to Present Manage student schedule, program and payments on a daily basis. Sustain a healthy and consistent student body. Manage daily studio activities such as mail, bookkeeping and technical infrastructure. Responsible for multi studio phone network operations. Systems Administrator I Majestic Glove - Everett, WA 2008 to 2013 Manage technical infrastructure for Washington office. Respond to, diagnose, and follow through on plans of action for technical problems occurring within server and specialty equipment environments. Also proficient in Microsoft Office, SEO practices, SAP, S4, Windows server environments, VMware, and SQL Server. Business Care Representative AT&T - Bothell, WA 2006 to 2008 Respond to and manage billing, service, and technical inquiries for corporate clients. Provide technical support for advance data issues, follow ups to ensure problem resolution and excellent customer support for client satisfaction. Proficient in Snooper, Telegence, Phoenix, Axys, and Care billing systems. Education Virtual Design in Computer science Art Institute of Seattle - Seattle, WA 2013 to 2015 Computer Networking in CNS Communication & Networking Systems ITT Technical Institute - Everett, WA 2006 to 2008 Skills Microsoft Office (10+ years), Billing (10+ years), Servers (8 years), Management (5 years), SQL (5 years), Technical Writing (10+ years), SEA (5 years), Mobile (10+ years), Helpdesk (10+ years), Bilingual, Call Center, Customer Care, Customer Service, CSR, Customer Support, Active Directory, System Admin, VMware, System Administrator Assessments Technical Support Proficient 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/ugjuzj2jzr3om8ij Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field. Additional Information Bilingual (English/Spanish)

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