

Data Systems Administrator Data Systems Administrator Loganville, GA Seasoned professional with over 4 years' experience working as a Data Systems Helpdesk Technician. in a busy and demanding environment. Proven ability to produce superior results in a fast-paced military environment by prioritizing, delegating, and managing multiple simultaneous projects producing timely meticulous results. Experienced in schedule planning as well as conflict resolution, crisis management, and risk analysis. Excellent organization and communication skills. Proven abilities in creatively identifying methods for improving staff productivity and organizational behavior. High

school Diploma Active Department of Defense Secret Security Clearance Core Competences

Goal Oriented Detail-Oriented Troubleshooting Personnel Management Process Improvements Teamwork Quality Assurance Risk Management Articulate Communicator

Mentor /Trainer Security Flexibility Microsoft Word/Excel Leadership Strategic Problem

Solving Work Experience Data Systems Administrator US Marine Corps December 2015 to July

2019 Answer user inquiries regarding computer software or hardware operation to resolve problems. Oversee the daily performance of computer systems. Reading technical manuals,

conferring with users, or conduct computer diagnostics to investigate and resolve problems or to provide technical assistance and support. Set up equipment for employee use, performing or

ensuring proper installation of cables, operating systems, or appropriate software. Develop training materials and procedures, or train users in the proper use of hardware or software. U.S.

Marine Corps US Marine Education High school or equivalent Skills Active Directory, System Administrator, System Admin

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