Systems Administrator Systems Administrator Systems Administrator - Jacobs Technology Fairborn, OH As a Systems Administrator, I currently hold an active Top-Secret clearance. I attended a Technical School for Cyber Systems Operations in September 2016 through February 2017 to learn information technology fundamentals and network security. My experience working with systems and machines for the United States Air Force has increased my attention to detail, communication skills and technical abilities. I have become proficient with properly maintaining and tracking inventory and working in a fast pace environment. Past work environments and my education have shaped me into an organized, hardworking and disciplined individual.  Training, Certifications, Skills and Education   Cyber Systems Operations Technical Training - Keesler Air Force Base   CompTIA SYO-401 Security + Certificate Work Experience Systems Administrator Jacobs Technology September 2018 to Present   Work and assist in all projects related to LeaveWeb, eFinance, and FMSuite   Utilize RDP and VSphere to log into different servers to install updates and patches   Review and update systems to be STIG compliant   Run SQL jobs and file transfers to the Amazon Cloud via Powershell and S3 bucket   Transfer all LeaveWeb files daily via F5 VPN to the AWS Cyber Systems Operator Ohio Air National Guard March 2016 to Present   Utilize Remote Desktop to update and install security software on Windows Server 2012 and 2016 servers   Assist in identifying workstations with vulnerabilities on the network and installing necessary updates utilizing ACAS and HBSS tools   Preform upgrades and patches on routers, firewalls, and switches   Run scripts on PowerShell to locate workstations on Base to manually create Admin passwords on machine   Complete daily backups for our Communications group to maintain data integrity and availability   Create and maintain TCNO's / guides when new hardware and equipment is installed Financial Systems Support Analyst Ohio Air National Guard January 2018 to September 2018   Assisted users obtaining access and utilizing Air Force Financial Systems (LeaveWeb, eFinance, FMsuite, ABSS, CRIS, AFM, FM ADLS, FM Workflow, and JOCAS)   Reviewed and managed all access requests   Created and tracked tickets through Serena to maintain accountability and account integrity.   Updated the DD2875 template for LeaveWeb access   Created and updated user guides for better understanding of the LeaveWeb system

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