IT SYSTEMS SPECIALIST IT SYSTEMS SPECIALIST IT SYSTEMS SPECIALIST - NANMCKAY & ASSOCIATES Berkeley, IL Authorized to work in the US for any employer Work Experience IT SYSTEMS SPECIALIST NANMCKAY & ASSOCIATES June 2016 to Present   Create and modify ad-hocs, pivot tables, charts, and graphs in excel for upper management.   Train management and staff on how to navigate through Salesforce and Yardi 6.0   Analyze data in SQL and Yardi to identify trends and errors in data.   Collaborate with analysts to complete monthly reports such as SEMAP.   Maintain SharePoint including creating users and maintaining workflow.   Assisted in Nan McKay & Chicago's Housing Authority SharePoint upgrade.   Performed managerial tasks while manager was out on leave.   Administer multiple systems and monitor employee use, critically examining and identifying training opportunities for employees.   Assists NMA staff in implementing solutions for printing, internet, and general computer problems.   Processes all new hire, termination, and access request paperwork in a timely and well tracked manner.   Assists staff in the use and functionality of Yardi/iFile/Connect/ as necessary.   Administers, organizes and maintains the wiki site.   Lieutenant Administrator for the NMA SharePoint tracking site.   Reviews, Processes and Collects data for PIC/EIV access in a timely and accurate manner.   Develop and maintain a variety of reports using information gathered from multiple sources.   Analyze data and recommend solutions for business process improvement.   Document and update program policies, procedures and workflows as required.   Critically evaluate information gathered from multiple sources.   Explain reports and recommendations to multiple audiences.   Performed additional tasks as needed. System Administrator BOYS & GIRL CLUB OF AMERICA November 2010 to May 2016   Monitor the system for equipment failure or errors in performance.   Respond to program error messages by finding, correcting, and/or terminating program.   Notify supervisor or computer maintenance technicians of equipment malfunctions.   Record information such as computer operating time, problems that have occurred, and actions taken.   Retrieve, separate, and sort program output as needed, and send data to specified users.   Install new computers from PC's to Mac computers.   Analyze troubleshooting issues by working layer 1 to layer 7 if needed.   Solving Network problems as needed. Additional Information SKILLS   Microsoft Excel & Visio   Sharepoint

Designer   Java Script   C++   Visual Studios   SalesForce   SQL   Yardi 6.0 & 7S   Connect 5 & Ifile   Ad-Hocs

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