

IT System Administrator IT System Administrator IT System Administrator - Pest Management services Chicago, IL Dedicated System Administrator, who responds to a wide range of challenges with a focused and creative approach. Highly effective at problem solving and decision making. 2 years of progressive IT experience. Work Experience IT System Administrator Pest Management services - Chicago, IL May 2018 to Present Set up new desktop systems and configure laptops for incoming employees Configure hardware, software, and peripheral devices for new employee workstations Assist in technical support and process refinement to improve customer service & support Review current hardware, software, and recommended modifications to increase system speed Systems Analyst Intern Pest Management services - Chicago, IL January 2018 to May 2018 Utilized Product Life Cycle Development processes to ensure adherence to project schedules and budgets Formulated and designed computer systems using data modeling, information engineering, and structured analysis Observed staff to study daily tasks regarding information processing & performance to better understand business system needs Trained end-users in best practices to minimize errors and protect key data Project Assistant Bulmen Consulting Group - Chicago, IL January 2017 to January 2018 Worked with senior project leaders to create project scopes and implement roadmaps Collaborated with communications team to create marketing communication plan so as to advance business branding and sales Tracked all change requests and orders Maximized time and manpower by consolidating material planning, data collecting, payroll, and accounting programs into one centralized system Marketing Associate Depaul University Department of Marketing - Chicago, IL February 2016 to January 2017 Performed research to analyze behavior of customers Designed and created marketing collateral for sales meetings, trade shows, and company executives Led concept development and organized sales and operations resources Presented promotions to the public at events and trade shows Education Bachelor of Science in Management Information Systems DePaul University - Chicago, IL 2013 to 2017 Skills Problem solving, Organizational skills Additional Information SKILLS Communication Skills Project Management Troubleshooting Planning Problem Solving Organizational Skills

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