

IT Specialist / Project Manager IT Specialist / Project Manager IT Specialist / Project Manager -
Regeneron Pharmaceutical Inc Compton, CA Work Experience IT Specialist / Project Manager
Regeneron Pharmaceutical Inc - Tarrytown, NY October 2015 to May 2016 Maintain Hardware and
Software inventory in CMDB Ensure IT hardware stock levels are maintained at the defined stock
levels Receive Tarrytown IT bulk ordered equipment Manage and record the asset release
process Support projects by providing reporting using available technologies Provide reports on
assets to procurement, vendor management, project managers and operations teams as necessary
Manage asset lifecycle according to company defined policies and procedures Ensure proper
processes are in place to ensure data accuracy and quality Maintain and manage key asset and
configuration management information items across the environment Participate in department
meetings and offer feedback as to how things can improve. Installation Technician POMA Inc
September 2015 to October 2015 Sept. 28 2015 - Oct. 2015 Installation of Wireless Service Kiosk
of over 10 locations Wired and managed technical services of kiosk Worked with firewalls and
server input system Configured printers to server for access of all computers to print Connected
multiple computers to a server IT Specialist / Project Manager Barrister Inc July 2015 to September
2015 Governed a team of six on data recovery and update on Apple computers Kept a daily data
log of information on computers regarding asset retrieval Retrieved data for over 100+ Apple
Computers Serviced and instructed users of their new updated devices Managed over 200+
computers on asset retrieval to clear from Service Now Communicated with an Asset
Management Team to cut down ticket overload I have opened and completed 200+ tickets with
CMBD and Service Now Learned how to use software like Service Now, CMBD, AD, and Casper
IT Specialist Rapid Realty NYC June 2012 to August 2015 Installed and configured computers for
multiple locations Assisted client to understand the setup of computers and its functions within
their database Managed their technical services and installation of software IT Specialist Rapid
Realty NYC February 2013 to June 2015 IT Helpdesk who solved students needs Worked with
multiple units and discovering issues and fixing them Made and closed tickets in the database
Tutor/Mentor Rapid Realty NYC - Marietta, GA February 2014 to March 2015 Responsibilities

-Tutoring of Ages 8+ (Math, Reading, & Writing) -Checking of homework -Mentoring kids in high school Education Life University August 2013 to June 2015 Additional Information SKILLS Self Starter, Computer Skills, Communication Skills, Microsoft Skills Proficient in Microsoft Office Suite Strong customer service skills and teaching abilities Understanding of technical services with Windows and Apple computers Great organization skills and data logs Work well with team environments and communicating with them Management skills Server LAN/WAN Network Optimization Network Performance Assessment/Monitoring SQL Training

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