

Systems Administrator Systems Administrator Systems Administrator/Administrative Assistant
Shelbyville, TN Marine Veteran finishing 4 successfully completed years while holding multiple job titles in the Marine Corps all relating to customer service, as well as server and network building and maintenance. Authorized to work in the US for any employer Work Experience Systems Administrator The United States Marines Corps 2017 to Present - Program, manage and maintained 5+ units networks during several missions - Lead and taught 25+ Marines how to conduct all skills required as a systems administrator - Disciplined and Mentored 20+ Marines to improve their work ethic and skill-set - Managed and maintained the gear and equipment that had value over 2.5 Million - Updated and verified over 1000+ computers were fully up to date and ran all programs required properly. - Troubleshoot over 5+ units networks and servers and corrected their problem's. Headquarters Battallion Unit Training Clerk March 2016 to July 2018 - Lead over 1000+ Marines and guided them on how to properly become promoted and advance in their career - Maintained and organized the paperwork and scheduling for 100+ events for over 1000+ Marines - Constructed and formatted over 150+ PowerPoint presentations for my supervisors and other co-workers to provide them key information to continue the forward progression for my unit. -Tracked the Data and training statistics for over +1000 Marines on a daily basis to ensure my unit met the guidelines required. Education Some college High school or equivalent Skills Active Directory, System Administrator, Customer Service Skills (4 years), Problem Resolution (4 years), Excel (2 years), Administrative Assistant (2 years), It Specialist, Desktop Support, Help Desk, Information Technology, Secret Clearance Military Service Branch: United States Marine Corps Rank: Corporal Additional Information Marine Corps Systems Administrator and Unit training clerk with 4 years of experience demonstrating and leading many Marines and Units to success under immense amounts of stress; Key skills are as follows: - Time Management - Team Building - Adaptability - Attention to detail - Stress Management - Determination

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