

Systems Administrator Systems Administrator Systems Administrator Madison, AL To further a career in administration while continuing to employ my skills in customer relations. Authorized to work in the US for any employer Work Experience Systems Administrator Florida Institute of Technology - Huntsville, AL August 2003 to February 2006 Maintain and update student database Process registration Accounts receivable and collections Assisting staff and faculty as needed Clerical and filing Inventory Inbound and outbound mail Education Secondary Education Calhoun Community College Present Skills Microsoft Office (6 years), French (3 years), Spanish (2 years)

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