

Centralized Services Administrator Centralized Services Administrator Bio Queens, NY Conor is a SUNY Albany Graduate with a B.S. in Business Administration with a concentration in Information Technology Management. He's excited to leverage the skills he's garnered through his studies, internships, and recent work experience to build upon them in a new role in the IT financial industry.

Authorized to work in the US for any employer Work Experience Centralized Services Administrator Edge Technology Group - New York, NY May 2018 to Present -Responsible to scheduling, communicating, and preparation of client patching for over 100+ clients. -Head of DR scheduling, resourcing, and planning for all US based clients. -Built and lead Confluence migration documentation site for Edge & migrated from old wiki database. -Responsible for monthly backup storage reporting for all US based Clients.

Distribution Systems Intern Golub Corporation August 2017 to December 2017 Built Prototype database system for cross docking process using Microsoft Access Developed an understanding for the cross docking system of a large grocery distribution warehouse. Presented to Price Chopper stakeholders to demonstrate the functionality and proficiency of the prototype system

Desktop Engineer Intern Edge Technology Group - New York, NY May 2017 to August 2017 Worked with Desktop Engineers to troubleshoot at client sites Set up workstations for 100+ clients Developed proficiency in both Microsoft and Mac OS systems

Systems Engineer Intern Edge Technology Group - New York, NY May 2016 to August 2016 May 2016 - August 2016 Built client workstations and desktops Gained knowledge of BIOS and machine imaging Traveled to client sites to assist systems engineers with trouble shooting

Network Engineer Intern Edge Technology Group - New York, NY May 2015 to August 2015 Worked alongside Network Team to troubleshoot at client sites Configured network closets for clients transitioning between offices Gained an understanding of the basics of networking and routing

Head Lifeguard/Manager Gerard Towers Pool Club - New York, NY May 2014 to August 2014 Education Bachelor's in Business Administration and Information Technology Management State University of New York at Albany - Albany, NY August 2014 to May 2018 Skills CUSTOMER SERVICE (Less than 1 year), PROBLEM-SOLVING (Less than 1 year), Excel, Microsoft Office, Filing, Word Certifications/Licenses CompTIA IT Fundamentals October 2018 to Present Additional

Information Skills   Proficient in the Microsoft suite of applications.   Strong business acumen and customer service skills.   Penchant for troubleshooting and problem-solving.

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