TACTICAL DATA SYSTEMS ADMINISTRATOR TACTICAL DATA SYSTEMS ADMINISTRATOR TACTICAL DATA SYSTEMS ADMINISTRATOR Chicopee, MA Network Technical Administrator Detect server and network issues, safeguarding vital information, troubleshooting and repairing computer systems. History of being an effective team member with full understanding of the underwriting process and team needs. Well-versed in using Excel to create and update tracking spreadsheets. Work Experience TACTICAL DATA SYSTEMS ADMINISTRATOR UNITED STATES MARINE CORPS - Chicopee, MA January 2011 to January 2016   Responded to customer requests via telephone and email.   Copied, logged and scanned supporting documentation.   Verified data integrity and accuracy.   Implemented Linux and Windows-based testing features to use on final product.   Obtained documents, clearances, certificates and approvals from a federal agency. Performed initial client assessment and analysis to begin research process.   Supported Chief Operating Officer with daily operational functions.   Entered details such as payments, account information and call logs into the computer system. Education BACHELOR'S DEGREE in COMPUTER INFORMATION SYSTEMS DEVRY UNIVERSITY November 2015 to Present HIGH SCHOOL DIPLOMA LEE HIGH SCHOOL - Wyoming, MI Skills Linux, Data analysis, Sql, Data management, Tcp, Tcp/ip, Vmware, User interface, C++, Risk management, Data entry, Report writing, Active Directory, System Administrator, System Admin Additional Information SKILLS & ABILITIES   Strong verbal communication   Staff development   Risk management processes and analysis   Self-motivated   Project management   Interpersonal communication   Conflict resolution   Report writing   Strong attention to detail   Linux familiarity   Data management Windows   VMWare   User interface understanding   Code validation (C++)   Network topologies Data analysis   Hardware evaluation   Data entry   SQL familiarity   TCP/IP   Switch management   VLANs

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