

System Administrator System Administrator System Administrator - Nationwide Roofing DFW Dallas, TX Results-driven with proven ability to handle multiple responsibilities and projects in fast paced environment Small office networking experience; routing configuration; Skilled in all MS Office applications, social media and website development Excellent communication skills; both technical and end-users interaction Proficient in Computer 17and Technical support; detailed knowledge and conformable with various Operating Systems and frameworks including mobile Work Experience System Administrator Nationwide Roofing DFW - Dallas, TX October 2016 to Present Responsible to managing company's online presence including company website and social media platforms: Facebook, LinkedIn, YouTube channel and etc. Manage blog, generate content using WordPress CMS; provided HTML content creation and plug integration. Provide phone and live support for company agents. Assisted field agents with support for company's operations management software Created manuals and Live Meeting webinars for training field agents Created promotional videos for company website using Photoshop and movie editing software. Local area networking for windows environment; support Database Administrator Pikolo Systems Group, Inc - Dallas, TX March 2015 to September 2016 System management including database administration: backup, table design and report generation. Supported SQL Server 2008/2012 environments; Responsibilities included trouble shooting network issues and providing first level customer support for internal staff; Management of company intranet: IIS 7.5 on Windows 2008 Server; IIS setup, configuration and maintenance Provided support for staff using MS Office products; assisted in-house developers in creating scripts and macro to automate processes. Manager Verts Mediterranean - Plano, TX June 2014 to March 2015 Responsibilities included managing crew schedules, and other day to day functions. Education Information Technology and Systems University of Texas at Dallas - Dallas, TX Skills IIS (1 year), INTERNET INFORMATION SERVICES (1 year), MS Office (1 year), MS SQL SERVER (1 year), SQL (1 year) Additional Information Skills Typing Speed 45wpm and Photoshop CS5 and Dreamweaver SQL Server 2008-2012 (setup, configuration and management) Microsoft IIS web server 7.5 and higher (setup, configuration and management) VMWare 5.0 (machine virtualization, configuration and

management) Microsoft Windows including Server versions (networking and troubleshooting) All
Microsoft Office products and GoToMeeting presentations Android and IOS platforms

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