

Network Administrator Network Administrator Network Administrator - Georgia Community Bancorp
Leesburg, GA Authorized to work in the US for any employer Work Experience Network
Administrator Georgia Community Bancorp - Dawson, GA January 2011 to Present Review project
plans to plan and coordinate project activity. Manage backup, security and user help systems.
Develop and interpret organizational goals, policies, and procedures. Develop computer
information resources, providing for data security and control, strategic computing, and disaster
recovery. Consult with users, management, vendors, and technicians to assess computing needs
and system requirements. Stay abreast of advances in technology. Meet with department heads,
managers, supervisors, vendors, and others, to solicit cooperation and resolve problems. Provide
users with technical support for computer problems. Recruit, hire, train and supervise staff, or
participate in staffing decisions. Evaluate data processing proposals to assess project feasibility
and requirements. Control operational budget and expenditures. Review and approve all
systems charts and programs prior to their implementation. Direct daily operations of department,
analyzing workflow, establishing priorities, developing standards and setting deadlines. Evaluate
the organization's technology use and needs and recommend improvements, such as hardware and
software upgrades. Prepare and review operational reports or project progress reports.
Purchase necessary equipment. Review project plans to plan and coordinate project activity.
Manage backup, security and user help systems. Develop and interpret organizational goals,
policies, and procedures. Develop computer information resources, providing for data security and
control, strategic computing, and disaster recovery. Consult with users, management, vendors,
and technicians to assess computing needs and system requirements. Designed and implemented
all technology related policies. Managed data processing department. Data Processing Technician
Bank of Terrell - Dawson, GA August 2008 to January 2011 Enter commands, using computer
terminal, and activate controls on computer and peripheral equipment to integrate and operate
equipment. Monitor the system for equipment failure or errors in performance. Respond to
program error messages by finding and correcting problems or terminating the program. Answer
telephone calls to assist computer users encountering problems. Record information such as

computer operating time, problems that occurred, and actions taken. Operate spreadsheet programs and other types of software to load and manipulate data and to produce reports. Retrieve, separate and sort program output as needed, and send data to specified users. Oversee the operation of computer hardware systems, including coordinating and scheduling the use of computer terminals and networks to ensure efficient use. Read job set-up instructions to determine equipment to be used, order of use, material such as disks and paper to be loaded, and control settings. Load peripheral equipment with selected materials for operating runs, or oversee loading of peripheral equipment by peripheral equipment operators. Type command on keyboard to transfer encoded data from memory unit to magnetic tape and assist in labeling, classifying, cataloging and maintaining tapes. Enter commands, using computer terminal, and activate controls on computer and peripheral equipment to integrate and operate equipment. Bookkeeper Bank of Terrell - Dawson, GA May 2008 to August 2008 Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers. Comply with federal, state, and company policies, procedures, and regulations. Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses. Code documents according to company procedures. Reconcile or note and report discrepancies found in records. Perform general office duties such as filing, answering telephones, and handling routine correspondence. Perform personal bookkeeping services. Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks. Reconcile records of bank transactions. Education Master of Arts University of Georgia - Athens, GA June 1995 Bachelor of Fine Arts in Fine Arts University of Georgia - Athens, GA June 1992 Skills System Administrator, Windows, Active Directory, Networking, Technical Support

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