

Network Administrator, Atlanta Fixture and Sales Network Administrator, Atlanta Fixture and Sales Network Administrator, Atlanta Fixture and Sales Norcross, GA Work Experience Network Administrator, Atlanta Fixture and Sales 2015 to 2018 Ensure the stable operation of the in-house and outside computer networks and all connected PCs and peripherals. Planning, developing, installing, configuring, maintaining, supporting, and optimizing all network hardware, software, and communication links. Analyze and resolves end user hardware and software computer problems timely and accurately Provide end user training where required. Assist with testing new custom hardware units and software products. Assist the Service and Support team with hardware installations and troubleshooting. Work with the Service and Support team to create procedures, documentation, and train staff when required. Develop, implement and maintain policies, procedures and associated training plans for network resource administration, appropriate use, and disaster recovery. Oversee installation, configuration, maintenance, and troubleshooting of end user workstation hardware, software, and peripheral devices. Interact and negotiate with vendors, outsourcers, and contractors to secure network products and services. Conduct research on network products, services, protocols, and standards in support of network procurement and development efforts. Administered and handled Google/Gmail based accounts for 175 users Handled TCP/IP, DHCP, and DNS protocols, LAN/WAN, routers, Ethernet, SAN, VPN Performed on Platforms: Windows 7/10, Mac OS X, Android Worked with Software: MS Office Suite 2013+ (Word, Excel, PowerPoint, Access, Outlook), Office 365SAP, Adobe, McAfee, Norton Utilities, Intranetware 4.11, SAP SE Inventory Control Assistant Manager 2011 to 2015 Review orders to gauge accuracy of materials and equipment information. Obtain price information from vendors or catalogues and verify them by contacting suppliers. Calculate order costs and forward invoices to appropriate departments. Maintain inventory levels and sound alerts on low inventories. Perform physical count of inventory and perform reconciliation with actual available stock. Contact suppliers and vendors to order supplies and equipment and coordinate delivery. Receive ordered supplies and check them to see if they correspond with purchasing orders. Monitor the movement of supplies, goods and equipment between departments. Operate both manual and computerized

inventory systems to punch in values of goods and equipment with the use of the AS400 system. Prepare requisition orders for the replenishment of stock. Maintain stock rotation and ensure disposing off of any outdated or expired stock. Update inventory records with new information on a constant basis. Investigate inventory errors and perform corrective measures. Detect stock shortage by maintaining accurate inventory. Identify and distribute stock to appropriate locations within and out of the company premises. Coordinate inventory management efforts with purchasing and warehouse departments. Create and maintain inventory management records on a consistent basis. Facilitate outstanding payments for ordered and delivered stock. Inform manager when need for inventory review arises and suggest surveys of stock. Customer Service Representative, Atlanta Fixture and Sales 2008 to 2011 Work with customers via phone, email, or "face to face" Respond promptly to customer inquiries Handle and resolve customer complaints Negotiate pricing and execute sales Communicate with vendors and relative logistics partners to track and monitor customer delivery tracking information Order and data entry through POS system along with using AS400 system in setting up accounts Process orders, and customer-related form information Overseeing personal customer accounts

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