

Systems Administrator II Systems Administrator II Systems Administrator III - Cerasis, Inc Tulsa, OK
Authorized to work in the US for any employer Work Experience Systems Administrator II Cerasis,
Inc - Tulsa, OK April 2008 to Present Provide a high level of customer service for end users and
customers alike Maintain servers under my responsibility (patches, software updates, etc.)
Application and desktop support for all users Network access for new users On-call rotation
Manage and maintain EDI software (Liaison ECS) Responsible for data moves within databases
(Access and SQL) Manage phone systems (5 switches, 70+users) Assist in management of
Sharepoint site for all departments Assist in management of Firewalls (Smoothwalls) Manage FTP
server and users Setup new pc's and laptop for use in office and remotely Manage 3rd party fax
software (Ring Central) Manage 3rd party email software (MimeCast) Assist in employee departure
Manage and maintain local and networked printers Systems Support Blue Cross Blue Shield -
Tulsa, OK 2007 to 2008 Solving IT ? Create, prepare and distribute daily reports and schedule for
the office. ? Oversee Management Information System (MIS) e-mail through application of people,
technologies and procedures. Manage backups for the servers. ? Responsible for resetting
computer accounts and resetting computer passwords. Teller to Loan Officer Tulsa Teachers Credit
Union - Tulsa, OK 1998 to 2006 Responsible for making loan decisions for consumer and real estate
loans. ? Improved loan portfolio while creating good relationships with the members. ? Reviewed
credit reports. ? Executed the responsibilities of tellers, CSR's and managers as necessary. ?
Excelled in cross selling products through a global understanding of the institutions internal and
external workings. ? Title Assistant ? Acted as the IT specialist for the office. ? Ensured
information was current for out of state title requirements. ? Maintained and evaluated statistics for
title department. ? Designed and implemented several record keeping logs that led to greater
department organization and are still currently being used. ? Loan Processor ? Prepared and
finalized loan documents and supported loan officers with loan closings. ? Quoted NADA values,
interest rates and payments. ? Promoted and facilitated member services within the Tulsa Teachers
Credit Union. ? Collaborated with several different departments and gained a working knowledge of
credit unions. ? Teller, Drive Thru ? Processed deposits, payments and withdrawals. ?

Consistently met balancing requirements for cash drawer and dispenser. Education BS in Information Technology University of Phoenix 2007 Skills Office Suite (8 years)

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