

Systems Administrator / purchasing agent Systems Administrator / purchasing agent La Crosse, WI  
To find and secure a sense of independence and financial stability Authorized to work in the US for  
any employer Work Experience Systems Administrator / purchasing agent Infinity Instruments - La  
Crosse, WI March 2017 to Present Create and assign internal network accounts Customer service  
by phone and email Monitoring on hand inventory quantities Submitting purchase orders to  
reorder products Submitting inventory files through customer portals Education Associate in  
Information Technology Kaplan University March 2016 to May 2018 Computer Engineering DeVry  
University - Houston, TX 2005 to 2006 High school or equivalent Alief Taylor High School - Alief, TX  
May 2005 Assessments Basic Computer Skills: PC Expert August 2019 Measures a candidate's  
ability to perform basic computer operations, navigate a Windows OS, and troubleshoot common  
computer problems. Full results:  
[https://share.indeedassessments.com/share\\_assignment/rvzpmvz9b4s47ag8](https://share.indeedassessments.com/share_assignment/rvzpmvz9b4s47ag8) Sales Skills: Influence  
& Negotiation Expert August 2019 Measures a candidate's ability to effectively use influence and  
negotiation techniques to engage with and persuade customers. Full results:  
[https://share.indeedassessments.com/share\\_assignment/2as6wlqtue42fqsp](https://share.indeedassessments.com/share_assignment/2as6wlqtue42fqsp) Indeed Assessments  
provides skills tests that are not indicative of a license or certification, or continued development in  
any professional field. Groups National Society of Collegiate Scholars October 2016 to Present  
SALUTE National Honor Society 2016 to Present

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