

Network Administrator Network Administrator Network Administrator Livermore, CA Recently completed enlistment in the Marine Corps. Served as a Network Administrator which works with the installation and programming of switches, routers, telephones and computers. Learned a number of valuable skills while serving including leaderships skills, good judgment and how to adapt to changes. Highly motivated worker with the ability to work equally as well in a team or as an individual. Interested in learning and achieving more. Microsoft Office Proficiency Detail-oriented Comfortable in fast paced environments Good judgment Good listening skills Easily adapts to environments Leadership experience Records Management Troubleshooting Skills Customer service Reliable Approachable Work Experience Network Administrator United States Marine Corps June 2015 to June 2019 Supervised the installation and programming of switches and routers during training exercises in order to allow over 100 users to access the internet and email usage. Set up PA Systems for over 25 ceremonies. Troubleshot telephones and computers that required speedy diagnosis and repairs. Was able to distinguish the problem through visual assessment and verbal reports. Training Coordinator Conducted training for 50+ employees, and ensured that they met the training standards. Ensured that all employees personal information, including phone numbers, addresses, and next of kins, were kept up to date. Gained multiple years of experience using Microsoft Office and Outlook. Kept and managed records for over 50 personnel. Retail Associate True Religion - Livermore, CA 2014 to 2015 Opened and closed cash register, ensuring there is the correct amount of money and accurate documentation. Ensured the store stayed clean and presentable Assisted customers checking out at the cash register. Retail Associate JCPenney - Pleasanton, CA 2013 to 2014 Helped an average of 60 customers a day locating and selecting products, returning items, or various other customer service related issues. Assisted in display preparation and maintenance. Education General Education Palomar College - Camp Pendleton, CA Las Positas College - Livermore, CA High School Diploma Granada High School - Livermore, CA Skills Customer Service

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