

Systems Administrator II Systems Administrator II Pursuing Master's in IT Management
Minneapolis-Saint Paul, MN Authorized to work in the US for any employer Work Experience
Systems Administrator II Pantheon Computer Systems June 2019 to Present Access Provisioning
Analyst MedaSource / Mayo Clinic - Rochester, MN March 2019 to June 2019 IT Systems & Support
Security Administrator Software Quality Coordinator Access Provisioning for Software Automation
Test Team IT Field Service Technician NuSource Financial - Rochester, MN January 2019 to April
2019 Provide ATM service, repairs and upgrades to federal credit unions within the scope of
networking, software, and hardware applications. Responsible for 250 sites and their migration to
Windows 10 operating system in Tristate area including Minnesota, South Dakota, Iowa, and
Wisconsin. Property Director, IT Support Paramark Corp - Rochester, MN June 2018 to November
2018 Property Director for 3 building complex. IT Support serving local branches and corporate
office. Administrative duties Accounting Network Administration Marketing Security Installation
Building Superintendent Rochester Area Family YMCA - Rochester, MN October 2017 to June 2018
Building Engineer and Facilities Management Oversaw Custodial Supervisor and department
Safety Department & Governance Compliance Head Property Director, Maintenance Director AHMC
Properties - Rochester, MN February 2017 to September 2017 Highlights of Expertise as Property
Director Contract & Lease Negotiations Vendor Service Management Business Development /
ROI Market Research & Analysis Budget Development & Forecasting Safety & Building Code
Compliance Process & Standards Improvements Team Leadership & Training As Maintenance
Director Schedule, train, supervise and motivate employees for the maintenance department
Coordinate work performed by outside vendors Ensure efficient repair schedules and review repair
cost estimates Prioritize the maintenance and repairs of company equipment and parts Control and
monitor inventory Ensure that all vehicles are cleaned, fueled and in proper working order
Implement safety policies and procedures for the department IT Administrator S.U.F.O. LLC. -
Rochester, MN August 2012 to March 2016 Network implementation, Security, and Management.
Education MS in Information Technology Management Colorado State University - Global Campus -
Greenwood Village, CO November 2018 to November 2021 Bachelor's in (BS) Information

Technology Colorado State University-Global Campus - Greenwood Village, CO July 2017 to September 2018 Skills Management (3 years), Database Management (1 year), C++ (1 year), Excel (8 years), Active Directory, Networking, Cisco, Microsoft Office, Help Desk, Service Desk, Desktop Support, Tech Support, Helpdesk Support, Security, Information Security Certifications/Licenses Business Analytics For Management & Decision Making September 2018 to Present Network & Information Systems Analysis June 2018 to Present Strategic Management of Information Systems June 2018 to Present Systems Management & Architecture June 2018 to Present

Name: Kelly Ramos

Email: brownmartha@example.com

Phone: 7068975622