

Systems Administrator Systems Administrator Montgomery, IL Assertive and hardworking. Positive attitude, high energy and a strong will to excel. High achiever with well-developed problem solving skills. A professional with interpersonal skills and leadership qualities who works well with all personnel.

Work Experience Systems Administrator Subliminal Studios - Montgomery, IL December 2017 to Present Work with employees to resolve "unsolvable" support requests Develop and implement RF wireless LAN (WiFi) network Design and implement local and wide-area networks Provide technical support to the customers; troubleshoot hardware & software; installed imagery & satellite software and development tools Provide company-wide desktop and remote help desk support Responsible for monitoring HP virtual classes including 24 hour support for late night emergencies

Assistant Manager Sparkle Express Car Wash - Oswego, IL April 2018 to July 2019 Progressed from work laborer to assistant manager in less than a year Handled customer complaints Provided customer service, administration, and overall leadership functions Trained new employees on processes and procedures Successfully multi-tasked and problem-solved in a fast paced dynamic environment Developed proficiency in the use of Microsoft Office (Word,Excel,Power Point and Outlook)

Assistant Project Manager DJK Custom Homes - Plainfield, IL January 2017 to November 2017 Reviewed and prepared contracts, permits, drafts, cost estimates and insurance Allocated necessary project resources including subcontractors, suppliers and company labor Ensured projects were executed safely, accurately, on time, and on budget Created and developed a comparison system of company's subcontractors Fixed software related issues for key documents across the company Initiated and maintained relationships with clients and subcontractors Collected subcontractor quotes and entered them into a budget spreadsheet Documented construction meeting notes and followed up on tasks to be performed

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