

Systems Administrator Specialist Systems Administrator Specialist Systems Administrator Specialist

- First Bank Work Experience Systems Administrator Specialist First Bank - Clewiston, FL January

2016 to Present Follows and incorporates First Bank's Core Values. Responsible for coordinating

functions for the meeting of approved standards of quality and timeliness and for maintaining good

relations with use departments. Responsible for ensuring all technology services duties are

performed in compliance with internal procedures. Ensures the technology services procedures

manual is updated on a regular basis as needed. Ensure the proper use and maintenance of all

magnetic media to ensure security and proper control is maintained in compliance with internal

procedures. Assists in the development of corporate strategic and business planning. Maintains

awareness of modern technologies and determines the best course of action to obtain strategic

advantage without subjecting the Bank to any undue risk. Processes correspondence and

telephone calls covering miscellaneous inquiries. Maintains regular and reliable attendance.

Communicated thoroughly with client representatives and customers, enabling effective information

exchange and efficient process management Documented all inquiry activities in the appropriate

reporting system Provided responses to inquiries in writing using professional email skills

Negotiates contracts for technology, communications and information systems, services and

equipment purchases. Experience with TCP/IP networking Ability to diagnose hardware issues

Familiarity with Windows user groups and permissions, Strong Analytical and financial skills

Ensures backup of computer systems is stored in a secure area. Establishes and ensures the

security of passwords for system operations. Performs minor computer maintenance and regular

system backups. Monitors mainframe utilization to ensure efficient storage capacity and effective

memory utilization, monitors network to ensure availability to all users. Observes and controls the

status and performance of all components of network facilities. Identifies, diagnoses, and resolves

problems affecting network performance. Manages and monitors the activities of computer

network systems and facilities. Responsible for testing and analysis of all components of network

products to provide adequate network performance. Develops policies and standards for use

across network. Manages servers (Main Office & different branches, ) phone system, email

(Exchange 2010-2016), and security. Cost to benefit analysis of business network and applications. Education Associate of Science degree in Network Engineering & Administration Southern Technical College - Fort Myers, FL December 2018 Skills Client/Server (Less than 1 year), CPR (Less than 1 year), Customer Service (Less than 1 year), DHCP (Less than 1 year), DNS (Less than 1 year), FTP (Less than 1 year), INDUSTRIAL MACHINERY (Less than 1 year), IPv6 (Less than 1 year), LAN (Less than 1 year), LAN/WAN (Less than 1 year), maintenance (10+ years), Microsoft Office (Less than 1 year), MICROSOFT SHAREPOINT (Less than 1 year), Mitel (Less than 1 year), MS OFFICE (Less than 1 year), networking (10+ years), TCP (3 years), TCP/IP (3 years), VMware (10+ years), System Administrator, System Admin

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