

IT Specialist / Project Manager IT Specialist / Project Manager Brooklyn, NY Information Technologist with 3 years of technical service dedicated to complete assignments with accuracy and speed. I have expertise in technical services involving asset management, retrieval, and data filing. I am skilled at solving networking, electronic, and computer technology problems. Work Experience IT Specialist / Project Manager Regeneron Pharmaceutical Inc - Tarrytown, NY May 2016 to July 2016

- Maintain Hardware and Software inventory in CMDB
- Ensure IT hardware stock levels are maintained at the defined stock levels
- Receive Tarrytown IT bulk ordered equipment
- Manage and record the asset release process
- Support projects by providing reporting using available technologies
- Provide reports on assets to procurement, vendor management, project managers and operations teams as necessary
- Manage asset lifecycle according to company defined policies and procedures
- Ensure proper processes are in place to ensure data accuracy and quality
- Maintain and manage key asset and configuration management information items across the environment
- Participate in department meetings and offer feedback as to how things can improve.

Installation Technician POMA Inc September 2015 to October 2015 Sept. 28 2015 - Oct. 2015

- Installation of Wireless Service Kiosk of over 10 locations
- Wired and managed technical services of kiosk
- Worked with firewalls and server input system
- Configured printers to server for access of all computers to print
- Connected multiple computers to a server

IT Specialist / Project Manager Barrister Inc July 2015 to September 2015 Governed a team of six on data recovery and update on Apple computers

- Kept a daily data log of information on computers regarding asset retrieval
- Retrieved data for over 100+ Apple Computers
- Serviced and instructed users of their new updated devices
- Managed over 200+ computers on asset retrieval to clear from Service Now
- Communicated with an Asset Management Team to cut down ticket overload
- I have opened and completed 200+ tickets with CMDB and Service Now
- Learned how to use software like Service Now, CMDB, AD, and Casper

IT Specialist Rapid Realty NYC June 2012 to August 2015 Installed and configured computers for multiple locations

- Assisted client to understand the setup of computers and its functions within their database
- Managed their technical services and installation of software

IT Specialist Rapid Realty NYC February 2013 to June 2015 IT Helpdesk who solved

students needs    Worked with multiple units and discovering issues and fixing them    Made and closed tickets in the database Tutor/Mentor Boys & Girls Clubs of Metro Atlanta - Marietta, GA February 2014 to March 2015 Responsibilities    -Tutoring of Ages 8+ (Math, Reading, & Writing) -Checking of homework    -Mentoring kids in high school Education Life University August 2013 to June 2015 Skills    Self Starter, Computer Skills, Communication Skills, Microsoft Additional Information Skills    Proficient in Microsoft Office Suite    Strong customer service skills and teaching abilities    Understanding of technical services with Windows and Apple computers    Great organization skills and data logs    Work well with team environments and communicating with them

Management skills      Server LAN/WAN Network Optimization      Network Performance Assessment/Monitoring

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