

Systems Administrator/Director of IT Systems Administrator/Director of IT Parma, OH To pursue a career that resonates with my passion for technology and people while providing a satisfying experience for customers and co-workers. Authorized to work in the US for any employer Work Experience Systems Administrator/Director of IT Meritech Inc - Cleveland, OH June 2017 to Present Setup, support, and maintain company network infrastructure including network switches, firewall, modems/adtrans, spam filters, backups, and phone system Responsible for Active Directory, Office 365, Microsoft Dynamics CRM, ERP, and all web-based vendor accounts Performed all employee offboarding and onboarding Create end-user training on company specific software and vendor accounts Develop quarterly budget for department Technology Consultant Meritech Inc - Cleveland, OH February 2015 to June 2017 Responsible for financial reporting and setting up new customer contracts Work with Vice President of Sales to create sales materials and training for reps In charge of maintaining and expanding internal IT infrastructure Collaborate with Senior MSP Project Managers and Network Engineers Assists with account management, onboarding, billing, and product development Network Implementation Specialist Meritech Inc - Cleveland, OH January 2010 to October 2014 Performed print and network assessments to generate reports Responsible for HelpDesk tickets sent in by internal employees and customers Setup and installed servers/workstations for customers Sold to meet monthly quota recommending equipment/software to current and new customers Education B.A. of Business Management & Administration in Business Management & Administration Wallace University - Berea, OH 2013 to 2017 Saint Ignatius High School - Cleveland, OH 2006 Skills Active Directory, Vmware, System Administrator, Hyper V, DNS, ERP, CRM, Word, Excel, Powerpoint, Visio, Exchange Server, Firewalls, Wireless, VPN, VOIP, Document Management (4 years), Printers/Fax Machines (10+ years), Sharepoint (3 years), SCCM Certifications/Licenses MCSE Present MCTS Present MCSA Present MCITP Present Assessments Project Management Skills: Time Management Highly Proficient July 2019 Prioritizing and allocating time to effectively achieve project deliverables. Full results: https://share.indeedassessments.com/share_assignment/zyeflouwbs-ihm4q Supervisory Skills: Directing Others Expert July 2019 Measures a candidate's ability to motivate the

performance of others through feedback to identify improvements or corrective actions. Full results:
https://share.indeedassessments.com/share_assignment/5ptcf2ejwbghkkjx Supervisory Skills:
Interpersonal Skills Proficient July 2019 Measures a candidate's ability to maintain productive team
working relationships by identifying conflict and settling disputes. Full results:
https://share.indeedassessments.com/share_assignment/vwocesk4lik6ltxb Technical Support
Highly Proficient July 2019 Measures a candidate's ability to apply protocols to identify errors and
solutions in order to maintain system function. Full results:
https://share.indeedassessments.com/share_assignment/1xxxe04mfzyoin4k Basic Computer Skills:
PC Proficient July 2019 Measures a candidate's ability to perform basic computer operations,
navigate a Windows OS, and troubleshoot common computer problems. Full results:
https://share.indeedassessments.com/share_assignment/53dpifchlbdrk Project Management
Skills: Budgeting Expert July 2019 Measures a candidate's ability to manage project budgets by
appropriately allocating and monitoring financial resources. Full results:
https://share.indeedassessments.com/share_assignment/lwukplg1c0fe-wce Problem Solving
Highly Proficient July 2019 Measures a candidate's ability to analyze relevant information when
solving problems. Full results:
https://share.indeedassessments.com/share_assignment/guwnrntqoyzq2xrf Indeed Assessments
provides skills tests that are not indicative of a license or certification, or continued development in
any professional field. Additional Information Determined, self-motivated individual Adeptly skilled
with computers, electronics, and software Strong, interpersonal skills used in building relationships
Experience working in high-performing teams Creative abilities coupled with effective selling
aptitude Adaptable and capable of multi-tasking Accelerated learning curve

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