

TACTICAL DATA SYSTEMS ADMINISTRATOR TACTICAL DATA SYSTEMS ADMINISTRATOR

TACTICAL DATA SYSTEMS ADMINISTRATOR Wyoming, MI Detect server and network issues, safeguarding vital information, troubleshooting and repairing computer systems. History of being an effective team member with full understanding of the underwriting process and team needs. Well-versed in using Excel to create and update tracking spreadsheets. Authorized to work in the US for any employer Work Experience TACTICAL DATA SYSTEMS ADMINISTRATOR UNITED STATES MARINE CORPS - Chicopee, MA January 2011 to January 2016 Responded to customer requests via telephone and email. Copied, logged and scanned supporting documentation. Verified data integrity and accuracy. Implemented Linux and Windows-based testing features to use on final product. Obtained documents, clearances, certificates and approvals from a federal agency. Performed initial client assessment and analysis to begin research process. Supported Chief Operating Officer with daily operational functions. Entered details such as payments, account information and call logs into the computer system. Education HIGH SCHOOL DIPLOMA LEE HIGH SCHOOL - Wyoming, MI Bachelor's (In Progress) in COMPUTER INFORMATION SYSTEMS DEVRY UNIVERSITY Skills DATA ANALYSIS, DATA MANAGEMENT, PROJECT MANAGEMENT, USER INTERFACE, DATA ENTRY, System Administrator, VMware, Active Directory, System Admin, Linux Assessments Basic Computer Skills: PC Proficient August 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/mds-i4xvrs-b-jw Technical Support Highly Proficient August 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/r556eh-rniohc9b Email Expert August 2019 Measures a candidate's ability to effectively compose and organize email messages. Full results: https://share.indeedassessments.com/share_assignment/pqewcnkvuhmciii Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field. Additional Information SKILLS & ABILITIES Strong verbal

communication Staff development Risk management processes and analysis Self-motivated
Project management Interpersonal communication Conflict resolution Report writing Strong
attention to detail Linux familiarity Data management Windows VMWare User interface
understanding Code validation (C++) Network topologies Data analysis Hardware evaluation
Data entry SQL familiarity TCP/IP Switch management VLANs

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