IT Support/ Systems Administrator IT Support/Systems Administrator Libby, MT Authorized to work in the US for any employer Work Experience IT Support/ Systems Administrator Center for Asbestos Related Disease - Libby, MT January 2017 to Present I've provided desktop and systems support for around 25 users at this nonprofit research clinic, administering all on-site IT resources, especially electronic medical records, research databases, and AD domain.   - Act as the only IT admin, resolving issues in a timely manner - Manage my time effectively with minimal oversight/support - Test and implement changes to medical records system as necessary and upon request - Facilitate reporting to government agencies & coordinate improvements with clinical staff - Handle planning, budgeting, purchasing of all IT equipment, software, and licenses - Manage all research databases, especially modifications and queries for current projects - Implement and maintain an internal wiki for process and system documentation - Create policies and procedures for critical IT processes - Set up and manage our network and server infrastructure   - Continue annual security risk assessment, addressing any issues   - Support care coordination with other local health organizations - Train and manage a partner/replacement IT Assistant Center for Asbestos Related Disease - Libby, MT March 2016 to January 2017 - Field basic end user IT support requests - Identify and address data entry issues, adjusting workflow with users when necessary - Start an annual security risk assessment process   - Lay groundwork for systematic documentation, especially diagrams and floorplans Education None in Computer Science and Networking Montana Tech of the University of Montana - Butte, MT September 2012 to December 2015 Skills Database management (2 years), Linux (1 year), Wireless (1 year), Windows Server (6 years), Process documentation (2 years), Active directory (6 years), Cisco (4 years), Dns (6 years), Exchange (2 years), Iis (Less than 1 year), Networking (5 years), Virtualization (4 years), Dhcp (6 years), Storage design (Less than 1 year), Vmware (1 year), Mitel (2 years), Telephony (2 years), System Administrator (3 years), Python (2 years), SQL (2 years), Windows (6 years) Assessments Basic Computer Skills: PC   Expert April 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/nlsas5d26robd-sl   Project   Management

Skills: Time Management   Highly Proficient April 2019 Measures a candidate's ability to prioritize and allocate time to effectively achieve project deliverables. Full results: https://share.indeedassessments.com/share_assignment/yi33sq8gvyilxas4   Supervisory   Skills: Directing Others   Familiar April 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/nkab2gsxrtjni62p   Technical   Support Highly Proficient April 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/w4ceeblla0jkrau8   Indeed   Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

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