

Systems Administrator Systems Administrator IT Field Systems Administrator Sioux Falls, SD
Authorized to work in the US for any employer Work Experience Systems Administrator ADESA
Sioux Falls - Sioux Falls, SD March 2015 to Present -Maintain and service all PC, networking,
mobile and peripheral devices. -Maintain strict inventory counts on all computer, mobile and
computer related devices. -Assist endpoint users with any technical PC hardware or software
issues as needed. -Communicate large scale issues with corporate IT teams, quickly and effectively
relate issues through ServiceNow ticketing system and continue communication until resolution of
issues. -Manage all IT projects for our site and assist other sites remotely as needed. Export
Coordinator Americold Logistics - Sioux Falls, SD February 2013 to February 2015 Prepare and
distribute Bills of Lading Maintain and prepare invoices for clients Maintain expansive filing system
Coordinate all activities in a fast-paced office setting Prepare all necessary USDA documents for
export of food products to North American and Southeast Asian markets. Skills Used I employed
my many years of computer, problem-solving, mathematics, client service, and office equipment
experience. This position also required a high attention to detail and quick thinking to solve
problems before product shipment. Furnace and Dust Specialist Intek - Sioux Falls, SD August 2012
to January 2013 Utilize mechanical abilities to setup and tear down equipment used in the cleaning
of residential HVAC systems. Offer outstanding client service during the cleaning procedure.
Workflow Coordinator TCF Bank - Sioux Falls, SD February 2012 to May 2012 Prepare, coordinate
and distribute daily work to associates. Investigate and reconcile differences between the Federal
Reserve and TCF Bank ledgers Act as liaison between representatives and management. Credit
Analyst Citibank NA - Sioux Falls, SD May 2010 to November 2011 Analyze credit applications to
determine creditworthiness Take incoming calls to assist the applicant and relate decisions in
real-time Utilize sound judgment, accurate math and customer service skills Was awarded
"Performer of the Month" August, 2011 Education Computer Science Colorado Technical University
Sioux Falls - Sioux Falls, SD August 2000 to May 2004 Skills Active Directory, System
Administrator, System Admin, Project Management (5 years), Communications (5 years), Python (3
years), Virtualization (3 years), Office Equipment (10+ years), Office Management (4 years),

Hospitality (6 years), Banking (4 years), Call Center (4 years), Sharepoint (3 years), Citrix (5 years), Visual Basic (5 years), HTML (2 years), As400 (2 years), Account Management (5 years), Budgeting (6 years), Manager (4 years) Assessments Data Analysis Highly Proficient July 2019 Measures a candidate's skill in interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data. Full results: https://share.indeedassessments.com/share_assignment/ytorbzxfn081sozr 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/n6vo6iaemeremevk Basic Computer Skills: PC Expert 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/lqmckg-z9kuaxq1o 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/vqlnokttnf6j-iu 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/e1sjxamw0ddcfvav 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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