

Systems Administrator Systems Administrator IT Professional Fairmont, WV Authorized to work in the US for any employer Work Experience Systems Administrator IT Mindshare May 2017 to January 2018 Senior technology consulting for both internal employees and clients on senior technical matters. Lead Wi-Fi Installer for access points, networks, devices, and controllers. Conduct server maintenance on a scheduled and routine basis. Consult and implement all aspects of technology and managed services for clients. Installation of data cabling and network configuration of various sizes and complexity. Provide outstanding customer service to clients via the phone, email, and in-person. Participate in on-call rotation for after hours and emergency support. Cable management and network closet organization and labeling. Mobile Device Management for clients to include procurement, repair, setup, and troubleshooting. IT & Electronic Marketing Manager I-79 Honda Mazda 2014 to 2017 Managed all technology maintenance, installation, and training. Maintained 48 workstations, 6 multifunction copiers, and Windows Server 2012. Directed all aspects of electronic marketing which included social media, web presence, and email. Ensured daily operation of network, firewall, and security. Developed and maintained all workplace technology policies and procedures. Facilitated third party vendor support for sales, service, and finance. IT Technician Infinite Technology Solutions 2009 to 2014 Repaired hardware and software related issues for both PC and Mac platforms. Provided in-shop, remote, and onsite technical support. Consistently led team in sales of computer and networking equipment. Parts Specialist / Inventory Control Dyno Nobel 2005 to 2008 dnx Drilling Managed all logistics operations which encompassed ordering, accounts receivable, and invoicing. Inventory Control Clerk for 3 million dollars of drilling equipment. Account Manager for 4 sales accounts which consisted of consumable and mining products. Provided hands-on repair of Sandvik and other brands of hammers. Provided oversight of a parts budget which included forecasting and day-to-day expense management. Experienced Forklift Operator Sales Associate L&S Toyota January 2004 to November 2004 Built relationships with new customers to achieve sales objectives and goals. Proficiently sold a wide range of Toyota vehicles and services. Consulted with members of other departments to complete sales transactions. Education Associate Degree of

Information Technology in Information Technology West Virginia Junior College - Junior, WV None  
in Postsecondary Education Concord University Skills System Administrator, Active Directory,  
Information Technology, It Specialist, Help Desk, Desktop Support, Computer Repair, Comptia,  
Network Support, Cisco Certifications/Licenses A+ Certified Present Assessments Basic Computer  
Skills: PC Highly Proficient June 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/gwjrfqhlh-1q0-xh](https://share.indeedassessments.com/share_assignment/gwjrfqhlh-1q0-xh) 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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