Systems Administrator Systems Administrator Systems Admimistrator Charlotte, NC High-energy, confident professional with an infectious enthusiasm for technology. Experience in start-ups as well as established operations leveraging expertise in organization, computer networking, information technology and computer programming. Authorized to work in the US for any employer Work Experience Systems Administrator Exela Technologies - Charlotte, NC March 2019 to Present Install and configure software and hardware Manage network servers and technology tools Set up accounts and workstations Monitor performance and maintain systems according to requirements Troubleshoot issues and outages Ensure security through access controls, backups and firewalls Upgrade systems with new releases and models Develop expertise to train staff on new technologies Build an internal wiki with technical documentation, manuals and IT policies Information Technology Specialist Chester County School District August 2016 to Present Set up workstations with computers and necessary peripheral devices (routers, printers etc.) Check computer hardware (HDD, mouse, keyboards etc.) to ensure functionality Work with Windows Server 2012 and VMware virtual servers Install and configure appropriate software and functions according to specifications Develop and maintain local networks in ways that optimize performance Ensure security and privacy of networks and computer systems Provide orientation and guidance to users on how to operate new software and computer equipment Organize and schedule upgrades and maintenance without deterring others from completing their work Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.) Maintain records/logs of repairs and fixes and maintenance schedule Identify computer or network equipment shortages and place orders Systems Engineer Intern February 2016 to May 2016 Perform installations, upgrades, and maintenances of Microsoft Exchange. Installed and troubleshoot of desktop client applications including Microsoft Office Suite and various antivirus clients Catch and identify and remove spyware, ad-ware and viruses Installation, configuration and maintenance of enterprise backup solutions Knowledge of content delivery networks (CDN) Understanding of Client and Server hardware configurations including redundancy and RAID architectures WordPress Developer Intern Vintage Grape Clothier June 2015 to September 2015

WordPress-based website   Modified and specialized website pages using HTML, CSS, JavaScript Backed up and modified applications to provide for disaster recovery.   Determined the sources of web page or server problems.   Collaborated with development teams to discuss, analyze, or resolve usability issues.   Implemented upgrades in a timely manner to limit loss of service. Recommended website improvements, and developed budgets to support recommendations. Agile environment Education Masters in Business Administration Mary Baldwin University August 2017 to April 2018 Bachelor of Arts in Computer Science Wofford College August 2012 to January 2016 Skills VMWARE (1 year), C# (Less than 1 year), C++ (Less than 1 year), DJANGO (Less than 1 year), HTML5 (Less than 1 year), Technical Support, Networking, Active Directory, Windows, Wordpress (5 years), CSS3 (5 years) Assessments Technical Support   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/k5atsgpbb1vyql6u 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/oj7vtqiqpbva-jep   Indeed   Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field. Additional Information SKILLS   Language: Python, JavaScript, HTML5, C, C++, PHP, C#, CSS, JQuery, SQL   Operating Systems: Windows, UNIX, Linux, Server OS: 2003, 2008 and 2012 Client OS: Win XP Professional, Vista, and Windows 7 and 8, VMware   Software: WordPress, GitHub, Taiga, Django, LabTech, Remote Desktop Manager, Configuration Manager Console

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