

IT Systems Administrator IT Systems Administrator IT Systems Administrator - United States Navy  
San Antonio, TX Bilingual Information Technology Specialist and Military Veteran with a Top Secret  
Security Clearance and 4 years of proven experience in the United States Navy. Accomplished  
measurable results while working in multi-cultural teams of 35+ in a dynamic, fast - paced  
environment. Possess a comprehensive background in equipment troubleshooting, user account  
creation, and database administration derived from conducting domestic and global operations in  
the Middle East. Managed risk upon multiple lines to protect assets, property, and equipment valued  
over \$1.26M while meeting the expectations of senior leadership. Possess extensive knowledge in  
information security, network administration, and effective communication. Recipient of multiple  
awards for outstanding performance and professionalism. Career supported by a Bachelor degree in  
Financial Management and a Security+ certification. IT System Maintenance Leadership &  
Teamwork Information Security Troubleshooting User Training Policy Implementation  
Account Administration Effective Communication Work Experience IT Systems Administrator  
United States Navy - Lemoore, CA 2014 to Present Maintained, setup, and inventoried \$1.26M in  
Automatic Data Processing equipment and control of 600 local users; tracked and routed 5K+  
pieces of Naval Message Traffic, resulting in ZERO security spoilage Oversaw 420+ Navy Marine  
Corps Intranet (NMCI) user accounts and maintained proper security for distribution groups and  
managed 84GB of shared data for 700+ personnel, accommodating mission needs Submitted and  
completed 100+ trouble calls to NMCI, maintaining connectivity throughout the unit Made crucial  
repairs to IT communications equipment to ensure messages were correct and submitted with  
ZERO errors; recognized by management and peers as the "go-to" for equipment troubleshooting  
Created classified and unclassified accounts for 35 new employees; trained 2 junior personnel on  
messaging protocol and the Gateway system, NMCI Enterprise Tool Information Systems  
Administrator | VFA-22, Lemoore, CA Controlled and maintained 252 unclassified and 42  
classified user accounts; managed 100+ computer assets and transitioned accounts back to the  
NMCI network following the unit's deployment with 100% success Conducted 4 career  
development boards and gave guidance to 19 junior personnel as the divisional career counselor;

facilitated technical training for 8 employees, resulting in an 85% qualification rate Completed and resolved 237 trouble tickets in just 2 months; awarded Junior Sailor of the Year and the Navy and Marine Corps Achievement Medal for outstanding performance Education Bachelor of Arts in Financial Management San Sebastian College Recoletos - Manila, PH 2013 Information Systems Technician Course Center for Information Dominance - Pensacola, FL Links <http://www.linkedin.com/in/richmondtrias>

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