

Network Administrator Network Administrator Philadelphia, PA Work Experience Network Administrator United States Marine Corps September 2012 to Present My position as a network administrator was to ensure the successful accomplishment of all assigned mission essential tasks during training exercises and tactical operations. I ensure the successful installation, operation, and maintenance of all networking equipment during training exercises and tactical operations. I maintain accurate personnel record jackets for each marine in charge, ensuring they are counseled and mentored every thirty days and that all individual annual training requirements are completed in a timely manner. I ensure strict accountability and proper management of all consolidated memorandum receipt (CMR) equipment, to include the supervision of preventive and corrective maintenance and proper documentation. I was assigned the duties of the networking chief while he was absent or on paid leave. I trained marines in accordance with all relevant training and readiness standards and ensure all training is properly tracked and documented. I assist our service help desk with all networking related issues while in garrison. Education High school or equivalent Kensington Culinary Arts - Philadelphia, PA September 2008 to May 2012 Skills Technical Support, Stocking, Security, Organizational Skills, Customer Service Military Service Branch: United States Marine Corps Service Country: United States Rank: Sergeant September 2012 to Present I was assigned the billet of platoon sergeant where I advise two supervisors and trained and mentored 17 subordinate Marines; ensuring 100 percent of full duty marines completed their physical fitness test in which ten Marines achieved a first class and six Marines with a second class. I conducted a mentorship program which involved monthly counseling's, informal lectures, and mentoring events to increase troop welfare, morale, and discipline. I insured complete readiness of all Marines and equipment for retrograde upon completion of Special Purpose Marine Air Ground Task Force Crisis Response Central Command 19.1. I scheduled Marines to see medical, insuring that these medical examinations did not impact mission operations achieving 100% medical readiness. I assembled weekly messages and rosters to pass proper information to the platoon and the company in accordance with our mission, ensuring accurate, intelligent, concise, and timely communications throughout all levels. I developed and instituted programs to ensure the communications marines

were challenged to complete all training and readiness standards to ensure mission accomplishment.

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