

Data Systems Administrator Data Systems Administrator Professional Summary Ocoee, FL A result-orientated and self motivated IT professional with established people skills and a passion for excellence. Able to identify and quickly understand users priorities and operating constraints and adapt systems to meet their unique needs. Seeking to get CompTIA A+ and Sec+ certified. Key attributes include: ? Active Secret Clearance ? Customer Service Technology ? Microsoft Excel ? Multitasker ? End-user Analysis ? Helpdesk Technical Support ? Troubleshooting ? Teamwork Authorized to work in the US for any employer Work Experience Data Systems Administrator United States Marine Corps November 2015 to Present Data Systems Administrator ? Assisted with responding to over 300 customer requests via telephone and email. ? Optimized network operations by monitoring and troubleshooting ? Maintained an accurate inventory of all assigned equipment worth over \$500,000. ? Completed Marine Corps MCSA Active Directory and VMware Virtualization Courses Training Lead ? Assisted with administrative activities, including schedules, training opportunities and education opportunities. ? Mentored and trained over 40 coworkers ensuring their success and career progression goals were met in a timely fashion. ? Kept Excel documents up to date and easy to read to increase unit readiness ? Mentored and trained over 40 coworkers ensuring their success and career progression goals were met in a timely fashion. Education High School Diploma Ocoee High School - Ocoee, FL Skills Excel (1 year), Help Desk, Desktop Support, Active Directory Military Service Branch: United States Marine Corps Rank: Corporal Certifications/Licenses Lean Six Sigma Yellow Belt July 2018 to Present

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