

# Nghi Dinh Tran

## IT Systems Administrator

Seattle, WA - Email me on Indeed: [indeed.com/r/Nghi-Dinh-Tran/eab54ce67f5195d3](https://www.indeed.com/r/Nghi-Dinh-Tran/eab54ce67f5195d3)

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### IT Systems Administrator

United States Seafoods, LLC - Seattle, WA -

March 2015 to November 2017

- Managed IT for 9 fishing vessels; satellite communications, network administration, DVR/NVRs, catch databases, iridium phones, WiFi management, firewall and PBX phones.
- Cut costs from Vessel comms by 30%, saving over \$100,000 per year
- Migrated exchange 2010 to Office 365
- Managed Quickbooks' deployment, data entry and troubleshooting
- Oversaw the development of HRSource (HRIS)
- Created and managed website for the company
- Used Google Adwords to effectively deploy ad campaigns to increase website traffic and job applications.
- Deployed and managed backup recovery system, DATTO.
- Deployed Wifi network across dock for mooring ships and company vessels.
- Tracked and compiled 1095-C forms for over 600+ employees to stay compliant with ACA policies.

#### IT Assistant

United States Seafoods, LLC - Seattle, WA -

October 2014 to March 2015

- Responsible for purchasing and installing new software and hardware. Also implementing/renewing services.
- Created and managed the company's website, updating information and linking new online application to HR database.
- Managed the company's phone contracts with AT&T and Verizon. Analyzed employee usage to minimize costs.
- Used LogMeIn to manage and troubleshoot all computers in the office remotely.
- Managed Exchange 2010 and active directory.
- Deployed and managed backup and recovery system, AXCIENT.
- Manage IT help desk ticketing system

#### Textbook Assistant/Cashier

University Bookstore - Seattle, WA -

September 2010 to June 2014

- Trained new employees in using University Bookstore's inventory management system and business processes.

- Managed independent locations within campus dorms handling in excess of \$6000.
- Maintained current textbook information and reservations

## EDUCATION

### **Bachelor of Science in Meteorology**

University of Washington - Seattle, WA

June 2014

## SKILLS

Office 365, Active Directory, Network Administration, Quickbooks, VoIP phone programming, Data cabling, HTML, CSS, Satellite Communications (3 years)