



Summary

Systems administrator with over 2 years of experience and technical proficiency in systems administration, network maintenance, hardware maintenance and operating systems across multiple platforms.

Skills

Administration: G Suite, Citrix GoToAssist, JamfPro, Apple Configurator, MailChimp, Microsoft Office, Quickbooks Online, TSheets. **Programming Languages:** HTML, CSS, JavaScript, PHP, SQL, Swift. **Databases:** MySQL, SQL Server. **Libraries:** jQuery, jQuery Mobile. **Frameworks:** Bootstrap. **Development Software:** Xcode, Sublime, Git, Dreamweaver. **Operating Systems:** macOS, UNIX/Linux, Windows. **Cloud services:** Amazon Web Services (Route 53, S3), Microsoft Azure, G Suite. **Functional:** Organized, Independent Learner, Problem Solver, Time Management, Collaboration, Adaptability, Creativity, Critical Thinking, Customer Service. **Languages:** Bilingual; English & Spanish full proficiency.

Experience

Almanza Villarreal Forwarding, Hidalgo, TX

Systems Administrator

November 2015 - Present

- Perform all levels of hardware and software systems support for over 130 devices and users, both locally and remotely.
- The first point of contact with technology providers to add new services for the company infrastructure.
- Administer technology equipment and users data using technologies like G Suite, JamfPro & Apple Configurator.
- Responsible for setting up and administer the network infrastructure at current company locations.
- Elaborate documentation and train users on how to use company provided systems and software.
- Responsible for the migration of Quickbooks Desktop to Quickbooks Online.
- Continuously oversee and research new technologies and software that will improve day to day job and will modernize the company infrastructure.

Rasmussen College

Peer Tutor

September 2016 - November 2017

- Serve as a learning resource in multiple modalities, including one on one tutoring.
- Facilitate the implementation of solutions to common web and software development issues.
- Promote critical thinking and help students develop their problem-solving skills.
- Through communication and self-directed resources, guide students to proactive tutor appointment scheduling and consistent appointment attendance.
- Document and communicate student performance, progress, and concerns as a result of tutoring sessions and day-to-day interactions.
- Participate in and promote new-student and start-of-quarter programming to ensure student preparedness and enhance the likelihood of student academic success, in alignment with college-wide Learning Services practices and procedures.
- Promote learning resources, including but not limited to pathfinders, guides, webinars and skill builders to support ancillary learning.
- Provide new hire training, training on learning services and also participate in mock sessions with new tutors.

Education

Rasmussen College

Bachelor of Science in Computer Science

November 2017

Certifications

IT Support Professional by Google

September 2018

G Suite Administrator by Google Cloud

July 2018

Level 1 Certified Tutor by the College Reading & Learning Association

April 2017