1. Planned and led administration of management information system for achieving threshold-level performance.
2. Led system training and onboarding to meet information retention policy and government regulatory guidelines.
3. Outlined MIS upgrade roadmap, analyzed protocols and ordered corrective actions to elevate performance.
4. Determined data retention parameters based on organizational requirements.
5. Maintained MIS security and performance levels, dictating organizational policy to maintain threat protection effectiveness.
6. Used [Software] to input, analyze and model data.
7. Supervised [Job title] audit processes to address non-compliance and vulnerabilities.
8. Produced tables, pivot reports and charts for use in key decision-making processes.
9. Generated reports each [Timeframe] covering [Type] and [Type] data.
10. Tracked different [Type] metrics daily and organized for reporting purposes.
11. Interviewed, hired, trained and mentored [Number] staff by coaching daily, leading performance reviews and offering constructive feedback.
12. Coordinated with management teams to plan, develop, align and execute strategies that would meet client's vision, mission and purpose.
13. Implemented and managed wireless devices, multi-site network infrastructure, business intelligence development and implementation.
14. Guided implementation of company-wide enterprise security strategy for network and hardware, disaster recovery, data protection and endpoint protection.
15. Supported implementation of warehouse management system software applications to enable centralized management of tasks.
16. Analyzed architecture design, scoping, implementation, testing and deployment needs to define project requirements.
17. Communicated regularly with customers concerning data exchange and technology integration.
18. Led team for software engineering services and supported key clients in development efforts, establishing standards, determining specifications and creating Service and Operational Level Agreements (SLA) and (OLA).
19. Played key role in on-going network design, reevaluation and optimization to keep pace with company growth.
20. Liaised effectively with others to promote on-going network design, reevaluation and optimization that scaled with company growth.