My Name

me@mail.com
+1 (XXX) XXX XXXX
https://portfolio.com

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

Current Company, City, ST

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.

Other Company

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

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*