

**BARKLEE SANDERS** | barkleesanders@gmail.com (607)-597-9843

## SKILLS & CERTIFICATIONS

- Microsoft Office: Word, PowerPoint, Excel, Outlook
- Project Management Software: Asana, Slack,
- Operating Servers: Linux: to manage websites and data back-ups,
- Adobe Suite: Photoshop, Illustrator, AfterEffects, Premiere, Acrobat, Dreamweaver
- Carbonite Backup and CrashPlan automated backup software
- Sophos UTM and Sophos AV
- Familiar with Microsoft and Apple OS

## WORK EXPERIENCE

**Space VR** San Francisco, CA

*Information Technology Specialist and Clerical Administration* December 2016- April 2017

- Performed troubleshooting and research toward the resolution of technology related issues, responsible for malware removal and keeping all computer systems up to date
- Deployed software and setup workstations with System Center Configuration Manager (SCCM) administrative tool
- Installed Linux operating systems to SpaceVR's Cube Satellite
- Provided file restoration services for faculty and staff
- Implemented Asana software for the office and created educational video to train staff on utilizing the software

**BorgWarner** Ithaca, NY

*Information Technology Co-Op* September 2016- December 2016

- Deployed software to over 400 workstations and pushed all software update notifications to these workstations using System Center Configuration Manager (SCCM)
- Visited workstations and labeled network cables via hand held scanning hardware to increase efficiency in the office and allow for remote troubleshooting
- Assisted with configuration and set-up of printers and projection devices

**Cortland Bookkeeping** Cortland, NY

*Senior Generator Mechanic* September 2015- August 2016

- Transitioned and digitized the business model from paper filing and reporting to using Thomas Reuters CS Professional Tax and Accounting software allowing them to create and develop a computer system based system
- Responsible for data input and re-curated clients and other information into the new software system

**Verizon Wireless** Winston-Salem, NC

*Sales Representative* February 2015- September 2015

- Sold Verizon Wireless products and fostered successful client relationships to further assist clients with any technology related concerns that may arise

**Staples** Cortland, NY

*Tech Sales Supervisor* June 2012-December 2013

- Informed clients about various software, building relationships with clients to assist them with technology related concerns, inform them about deals, and highlighted products that best fit their needs
- Due to Tech Sales team success, Staples regional manager sent the team to other locations to train incoming staff on customer service protocol

## MILITARY EXPERIENCE EDUCATION

**National Guard**

Signal Support Specialist

**Onondaga Community College** Syracuse, NY

Bachelor of Science, Computer Information Systems  
Incomplete

**United States Army**

Signal Support Systems Specialist

**Cortland Junior Senior High School** Cortland, NY

High School Diploma Graduated June 2013