
DATA CENTER OPERATIONS ANALYST RESUME

Shawn Miller
3136 Oak Lane
Chillicothe, MO 64601
(222) 809-6873
Email : [email]

Career Goal:

Data Center Operations Analyst with strong skills in SQL scripting, batch processing and Visual Basic seeking employment in your organization

Technical Skills:

Solid understanding of system monitoring tools:

- Opalis
- Custom applications
- WMI

Good knowledge of data center applications:

- RightFax
- MS Office
- Adobe Pro

Familiarity with storage integrations:

- EMC
- HP Optical Jukebox

Adept in web designing techniques:

- Dreamweaver
- Graphics optimization
- ImageReady

Dexterity in MS Office and relevant applications like:

- Toad
- Oracle Client
- SharePoint Designer

Solid understanding of operating systems platforms:

- VMware
- LINUX
- DOS

Well versed with certifications:

- MCSA data platform
- CCNA
- A+

Immense abilities to:

- Work with Project Management suite and desktop applications
- Implement reporting systems such as Crystal Reports and MS SQL Server

Relevant Experience:

Data Center Operations Analyst
Charles River Laboratories International, Inc.
January 2012 – Present
Chillicothe, MO

- Maintained and managed server and network equipment inventory.
- Supported statistical reporting tools and managed payment invoicing systems.
- Provided assistance for SharePoint site resources and change control processes.
- Conducted detailed research of new data center technologies.
- Participated in audit of SOX security documents for audit preparation.
- Implemented consolidation and implementation of all data center plans.
- Formulated and executed standards for data center operations.

- Analyzed and debugged log files and problem resolution tasks.

Data Center Operations Analyst
Farmers Group, Inc.
November 2010 – January 2012
Austin, TX

- Prepared and maintained security incidents for resolution.
- Provided technical support services for UNIX, ISE and network protocols for production systems.
- Documented and maintained batch jobs and training materials.
- Resolved network outages with data center support teams.
- Generated and maintained sales reports for insuring data.
- Designed and developed solution for automated systems and issues.
- Developed and maintained SharePoint sites, workflows and management protocols.
- Created and updated trouble tickets and Visio documentation.

Educational Background:

Master's Degree in Information Technology
Eastern Idaho Technical College
August 2008 – May 2010
Idaho Falls, ID

Professional Certification:

CNet Training Certified Data Center Design Professional (CDCDP) July 2010

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