Mis Administrator Resume

Job Objective

Looking for a Mis Administrator position within your organization on a full time basis to also help the organization with my experience.

Highlights of Qualifications:

- Remarkable experience in Lotus notes and licensing Management
- Huge knowledge of hardware & software and networking
- Deep knowledge of configuring Server and graphic file formats
- Familiarity with Management Information Systems, flat file and relational databases
- Amazing ability to conduct backup administration
- Outstanding ability to deliver PowerPoint presentation

Professional Experience:

Mis Administrator
ConsultNet, LLC, Seymour, TX
November 2007 – Present

- Managed Family Information Service database.
- Handled establishing FIS database.
- Outlined errors on FIS database and managed training of staff.
- Coordinated with Senior Information Worker.
- Formulated reports and aided on-going management of Information Systems.

Mis Administrator
Berico Technologies, Seymour, TX
December 2003 – October 2007

- Aided as member of Research & Information team.
- Assured security and confidentiality of information.
- Assisted cross-departmental teams.
- Provided assistance to financial monitoring procedures.
- Marketed enforcement of agreed equal opportunities customer care.

Education:

Bachelor's Degree in Computer Science
Whitman College, Walla Walla, WA

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