
MIS Specialist Resume

Job Objective

MIS Specialist seeking position with a well-established organization where my experience can be used for the well-being of the company.

Highlights of Qualifications:

- Deep knowledge of troubleshoot methods and techniques
 - Exceptional knowledge of documenting training procedures
 - Remarkable ability to communicate in layman language
 - Sound ability to work on various software applications
 - Profound skills to manage databases and track problems
 - Skilled to perform research on various products
 - Proficient in various resolution techniques
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Professional Experience:

MIS Specialist

GEO Group, Inc., Dover, ME
May 2006 – Present

- Maintained computer operations for entire facility.
- Provided technical support to various computer and servers in facility.
- Monitored inventory for facility and tracked technology usage.
- Developed facility budget in coordination with IT staff.
- Administered security systems and assigned legal in profiles for local domains.
- Trained personnel in implementing various systems and coordinated with staff for same.
- Managed everyday back up on LAN and ensured restoration of information.
- Ensured compliance to software licensing rules.

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American Showa Inc., Dover, ME
March 2003 – April 2006

- Provided technical support to Window 7 end users.
 - Administered and provided support to MIS projects.
 - Managed technical work for system areas in MIS team.
 - Developed project plans and detail of project phases.
 - Maintained various activities for development projects.
 - Analyzed production problems and resolved it effectively.
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Education:

Bachelor's Degree in Computer Science
Yeshiva University, New York, NY

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