
NETSUITE ADMINISTRATOR RESUME

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Career Goal:

Seeking the position of NetSuite Administrator in a prestigious organization where I can confidently share my expertise in wireless networking, Windows Server and HTML programming technologies

Technical Skills:

Expertise in database systems:

- Wizard
- MCS

Specialist in office automation programs:

- QuickBooks
- Salesforce
- Lotus Notes

Dexterity in networking components:

- Bay network switches
- Hubs
- SMC Switches

Quick and excellent in hardware peripherals:

- Watchguard
- Pentium Series
- 3Com NIC

Solid understanding of operating systems:

- Windows Server 2008
- Enterprise Edition
- Windows 2000 Professional

Good knowledge of database administration tasks:

- Data migration
- Data modeling
- NetSuite ERP

Well versed with software systems:

- Content Management Systems
- Business Intelligence
- Web Services

Sound abilities to:

- Conduct data recovery and software integration services
- Implement system restoration and Java programming functions

Relevant Experience:

Netsuite Administrator
LogRhythm Inc.
January 2012 – Present
Lynchburg, VA

- Prepared SOWs and provided sales support services.
- Participated in audits of legal documentation relating to software.
- Conducted training sessions about Netsuite implementation.
- Updated reseller newsletters and assisted in project completion surveys.
- Documented and maintained custom forms and reports utilizing NetSuite.
- Created project plans and resource assignments for management.
- Managed data integration tasks for NetSuite systems.

- Maintained data integrity functions and resolved support issues.

Netsuite Administrator
NWN Corporation
November 2010 – January 2012
Houston, TX

- Conducted detailed research relating to competitive markets.
- Resolved NetSuite queries by research of qualitative information.
- Designed and developed interfaces for business applications.
- Implemented data conversions and maintained searches.
- Analyzed production issues and updated custom fields.
- Generated dashboards and installed saved searches.
- Supported system optimizations and implemented system maintenance.
- Created process manuals and managed business workflows.

Educational Background:

Master's Degree in Information Technology
Louisiana Technical College
August 2008 – May 2010
Baton Rouge, LA

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