
System Manager Resume

Job Objective

Educated and qualified System Manager seeks position in a rising company where I can grow and become an asset.

Highlights of Qualifications:

- Admirable experience in computer systems, network administration and protocol
 - Expertise in working in a computer system environment
 - Outstanding knowledge of web based and database applications
 - Huge knowledge of network hardware and software principles
 - Exceptional ability to develop complex tools
 - Remarkable ability to perform troubleshoot and repaired systems
 - Ability to plan, implement, test, and troubleshoot system software
 - Ability to develop systems solutions for operational problems
 - Skilled to document technical specification and all program modification
 - Solid understanding of flow charts and programming codes
 - Ability to write technical instructions in the use of programs
 - Familiarity with Windows Server 2003/2008/IIS, Windows (XP and Windows 7)/Mac OSX (10.5 and 10.6)
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Professional Experience:

System Manager

Pro2Serve, Inc., Pueblo, CO
October 2008 – Present

- Reviewed project plans and ensured progress according to schedule.
- Developed all procedures and policies for organization.
- Monitored data processes proposals and ensured compliance with project.
- Planned computer resources required for project and prepared data security systems and disaster recovery in time of emergency.
- Coordinated with vendors, clients and technicians and ascertained requirements of computer system.
- Maintained knowledge of all new technologies in computer systems.
- Identified any issues in systems and recommended ways to resolve them.
- Hired staff and trained them in managing computer systems.

System Administrator

Aircell, Inc, Pueblo, CO
August 2003 – September 2008

- Scheduled and performed troubleshoot on complex problems in Windows and Mac systems.
- Developed complex tools and provided support to process.
- Reviewed systems and configured new hardware to systems and installed upgrades to existing ones.
- Oversaw working in facility and complied and followed safety procedures at computer security at all times.
- Analyzed network issues and resolved them effectively.
- Supervised and ensured that all configuration and installation work, verified it according to business requirements.

System Analyst

Team Info Services, Pueblo, CO
May 1998 – July 2003

- Managed operating systems, installed, performed troubleshoot and provided upgrade to systems whenever required.
 - Analyzed systems and recommended software and hardware for operating systems.
 - Identified all issues on hardware and software by performing troubleshoot on systems.
 - Maintained inventory for hardware and software products and all security issues on systems.
 - Documented all maintenance, repair and installation work carried on systems.
 - Evaluated system upgrades and established their feasibility with existing systems and determined their cost and time requirements.
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Education:

Bachelor's Degree in Computer Science
Western Connecticut State University, Danbury, CT

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