

Maxine Curry

System Administrator

AREAS OF EXPERTISE

Patch management
Process improvement
Server administration
Performance monitoring
Installing patches
Rebooting systems
Team meetings

PROFESSIONAL

French speaker
First Aider

PERSONAL SKILLS

Passionate
Forward thinking
Focused
Hard working

CONTACT

Maxine Curry
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Driving license: Yes
Nationality: British

PERSONAL SUMMARY

Maxine will always make sure that computers and systems are functioning in a healthy way on a healthy network. She has a long track record of making sure systems work at maximum performance in any multiuser environment. As a true professional, she stays current with developments in systems administration technology and is very comfortable working within an international or multicultural team. Furthermore, she comes to you with a broad spectrum of skills which she can use for a multitude of tasks. Right now, she is looking for a suitable position with a company where she can greatly enhance her existing technical skills and knowledge.

WORK EXPERIENCE

Company name – Location

SYSTEM ADMINISTRATOR Jun 2013 – Present

Responsible for managing the day-to-day operations of the company's IT networks, host computers, peripherals and on site servers.

Duties:

- Involved in designing, updating and supporting the company's computer systems.
- Training up the company's technical staff in how to maintain the IT system.
- Having a system in place that backs up all of the company's important data.
- Maximising the performance and availability of the company's IT systems.
- Ensuring that the server data is secure from unauthorized access.
- Updating the company's antivirus software and ensuring that it is properly licensed.
- Properly tune the performance of a system and its component parts.
- Troubleshooting complex, cross-platform issues before they are fully implemented.
- Managing and resolving all printer setup, configuration and integration issues.
- Providing system administration functions for local and remote systems.

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

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KEY SKILLS AND COMPETENCIES

- Writing up professional reports and business correspondence to senior managers.
- Can work on onsite and offsite wired up as well as wireless system networks.
- Ability to manage multiple activities simultaneously and independently.
- Having a cooperative spirit and able to work effectively in a team environment.
- Having a cooperative spirit and able to work effectively in a team environment.
- Setting up new networks and connecting them to existing system and networks.
- Developing standard test plans and then accurately documenting the results.

ACADEMIC QUALIFICATIONS

Nuneaton University 2008 - 2011
BSc (Hons) Sales Management

Coventry Central College 2005 - 2008
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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