
Computer Operations Manager Resume

Job Objective

Seeking the opportunity to fill Computer Operations Manager's position with a growing organization.

Highlights of Qualifications:

- Experience in supervising production operations
 - Deep knowledge of job scheduling tools
 - Operational knowledge MS Office applications
 - Ability to manage communication with organizations
 - Ability to maintain web servers and databases
 - Excellent communication skills in both oral and written forms
 - Amazing customer service skills
 - Proficient in web servers and associate databases
 - Familiarity to work on SQL Server and Linux OS
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Professional Experience:

Computer Operations Manager
INT Technologies, Southfield, MI
October 2008 – Present

- Assisted to hire and evaluate working of assigned staff.
- Provided financial support to staff and implemented various reports.
- Managed and ensured efficiency of remedy system.
- Coordinated with vendors and support groups in various meetings.
- Maintained knowledge of systems and application trends.
- Collaborated with managers and provided support to computer operations.
- Designed support policies and recommended improvements.
- Coordinated with managers and administered various activities.

Computer Operations Supervisor
BAE Systems, Southfield, MI
August 2003 – September 2008

- Oversaw efficient working of night shift operation personnel.
- Participated in various change management meetings with senior director.
- Analyzed computer systems and resolved errors.
- Monitored infrastructure change management process for operations.
- Coordinated with technical staff and provide support to all applications.
- Provided training to operations staff and maintained expert knowledge.

Computer Operations Specialist
TEKsystems, Southfield, MI
May 1998 – July 2003

- Maintained required computers and equipments for operations.
 - Provided optimal network security and installed firewalls.
 - Managed hardware systems and implemented back ups.
 - Monitored network issues and installed upgrade to operations.
 - Assisted to process batch jobs and prepared reports.
 - Administered an efficient email system at all times.
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Education:

Bachelor's Degree in Information Systems
Barry University, Miami Shores, FL

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