
Information Systems Specialist Resume

Job Objective

Looking for work within the company in the position of Information Systems Specialist. Experienced with behind the scenes managerial duties as well as hands-on work in the industry.

Highlights of Qualifications:

- Remarkable experience in database administration
 - Huge knowledge of software development
 - Proficient with XML, .NET, VB, C#
 - Deep knowledge of delivering training
 - Familiarity with component parts of PC
 - Amazing ability to sell ideas and maintain timelines
 - Outstanding ability to handle problems
 - Superior influencing, negotiation and mediation skills
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Professional Experience:

Information Systems Specialist
Community Services Group, Fremont, CA
May 2006 – Present

- Aided as primary contact on Help Desk.
- Imparted support and documented problem.
- Formulated policies and procedures.
- Carried out IS developed training.
- Executed tests on hardware and software systems.
- Aided new user accounts.
- Updated inventory of IS department supplies.

Information Systems Specialist
NewLink Genetics, Fremont, CA
March 2003 – April 2006

- Managed regional network's hardware.
 - Aided documentation on network configuration.
 - Reviewed network operating system performance.
 - Handled network availability of shared resources.
 - Outlined network system needs.
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Education:

Bachelor's Degree in Computer Science
Deep Springs College, Dyer, NV

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