

**Resumagic.com Sample Resume: Network Administrator**

**John Jobseeker**

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**Network Administration   ■   Database Administration**

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B.S., Computer Science (1998), **University of Anytown**, Anytown, ST

**Certifications:**

Microsoft Certified Database Administrator (MCDBA), January 2002  
Microsoft Certified Systems Engineer (MCSE), NT and 2000, October 1999  
Microsoft Certified Professional (MCP+I), June 1999  
Comp TIA A+ Certified Technician, March 1999

**Hardware:** IBM PC-XT, AT, PS-2; PC clones: Acer, Dell, Gateway, HP NetServer, Compaq Proliant, Cisco 2501/776/678, Intel 510T switches

**Operating systems:** Windows NT/98/2000/XP, SCO-UNIX, OS/2, Linux Redhat

**Languages:** ASP.Net, Visual Basic.Net, SQL, VBScript, T/SQL, HTML, PERL, HTTP/1.1

**Databases:** SQL Server 7.0 and 2000

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**Professional Experience**

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**Network Administrator**, XYZ CORPORATION, City, ST

**12/1999 - Present**

Maintain 200 computers in a multi-domain cross platform network consisting of Windows, UNIX and LINUX systems. Major duties involve hardware and software integration, server installation and maintenance, and digital phone system maintenance.

- Implemented new technology that handles twice the number of machines, enabling company to reduce IT staff by 50 percent
- Managed project to setup and install computers and e-mail system connecting 53 company stores, allowing employees to access and share information in real-time. Project was completed ahead of schedule and under budget
- Migrated large SQL database from NT Server 4.0 (SQL 7.0) to Windows 2000 (SQL 2000) which significantly increased the performance of accounting software
- Completed a wide scale upgrade of software and hardware from Windows 9x and NT Workstation to Windows 2000 and Windows XP
- Wrote company manuals on the installation and configuration procedures for hardware / software components
- Installed new networks that resolved connectivity problems between home office and remote warehouses
- Gained considerable SQL troubleshooting experience by correcting problems with inherited technology that had been incorrectly installed
- Created company website that offers immediate access to manuals, reports, forms and bulletins
- Wrote scripting solutions that reduced the time necessary to perform routine administrative tasks
- Have consistently received outstanding performance reviews

**Computer Technician**, ACME COMPANY, City, ST

**09/1998 - 12/1999**

Built and upgraded systems, installed software and performed general troubleshooting and maintenance for business clients and the general public.

- Developed excellent rapport and built relationships with customers through attention to detail in defining needs and providing effective service and solutions
- Ability to evaluate and troubleshoot utilizing problem solving capabilities and accomplish repairs quickly and efficiently