CHANCESABO@RESUME

#CONTACT

- (Omitted for Web Version)

#SKILLS

- Self-starter
- Communication
- Data connectivity
- Disaster recovery environments
- Active Directory
- VMWare experience
- IT security policies
- Network configuration and support
- Programming logic

#EDUCATION

High School Diploma
05/2017

L'Anse Creuse High School
Harrison Township, MI

TestOut Network Pro Certified
12/2017

TestOut Security Pro Certified
04/2018

Associate of Applied Science Information Technology – Networking Specialist – Network Security Professional
12/2020

Macomb Community College
Warren , MI

#SUMMARY

Ambitious college graduate with an Associate degree in Applied Science as an Information Technology Networking Specialist. Eager to apply developed knowledge. Driven by a strong work-ethic, able to adapt quickly when presented with new tasks or ideas, seeking opportunities to further hone learned skills.

#EXPERIENCE

IT Systems Administrator

Bell Fork Lift, Inc. | Clinton Township, MI

12/2021
-
Current

- Assembled workstations to replace faulty/outdated hardware.
- Restored user files, essential applications, and network shares to new machines.
- Installed printers and peripheral drivers.
- Assigned static IP addresses.
- Decommissioned old equipment
- Rearranged server racks, and rewired connections.
- Created and modified user accounts in Active Directory.
- Assigned email addresses in a local Exchange ActiveSync server.
- Worked in a disaster recovery environment, using backups of PST files from a local Exchange server to restore and migrate user profiles to a new Microsoft 365 model.
- Created and managed new user accounts and in Microsoft 365.
- Created transmission rules in Microsoft 365.
- Created and deployed naming convention for all devices on the local network.
- Set up and deployed help desk solution offered by SolarWinds, to implement better organization and ticket tracking for the IT department.

- Installed and monitored SentinelOne Antivirus, and corresponded with an AT&T Managed Threat Detection & Response team to mitigate and remediate found threats on the local network.
- Researched managed signature solutions and created an HTML signature with inline CSS styling when pricing was costly.
- **Forklift certified:** Operated a platform lift to run cabling from an access point suspended in a storage warehouse, back to the network switch.
- Managed company mobile devices through VMware's Workspace ONE DEP solution.
- Completed company wide device upgrade; Backed up apps & data, and restored backups to new phones. Wiped and decommissioned old phones through the company DEP.
- Created instructional guides on simple processes for end-users such as changing domain passwords, updating mobile applications, and creating both localized distribution groups and inbox rules in Outlook.
- Used cyber security training solution Terranova Security to publish courses focusing on securing company data and assets, as well as best practices when using company devices.
- Utilized Checkpoint Infinity Portal email gateway to set email filtering rules, investigate possibly malicious emails caught by quarantine, and restore those that were deemed safe for use after review.

Commission Sales Associate

JCPenney | Chesterfield, MI

07/2017
-
12/2021

- Offering 4 years of experience in retail sales. Multi-talented, able to handle any store department. Ambitious in advancing personal expertise.
- Named employee of the month for November 2019.
- Was attentive to customer needs to identify and recommend optimal furniture and window treatment selections.
- Worked diligently with customer service to resolve any issues customers may have.

- Produced sales documents, finalized orders and filed records.
- Conferred with management to offer feedback on operations and promotions based on customer preferences and purchasing habits.
- Well-organized and experienced in setting up displays, restocking shelves and supporting in-store customers with knowledgeable assistance. Enhance store loyalty with unparalleled support.
- Balanced cash in registers correctly and efficiently when opening and closing.

Banquet Server

Mac Ray Harbor | Harrison Township, MI

06/2015 - 07/2016

- Set up for events with up to 400 attendees, preparing serving and appetizer trays and setting tables.
- Arranged place settings with fresh tablecloths, tableware and flowers to beautify table.
- Walked among tables and refilled water and beverage glasses or took orders for more drinks and food.
- Served plated dinners, buffet-style dinners and passed hors d'oeuvres for parties.
- Collected dishes promptly after each course, cleared crumbs and glassware, and maintained customer satisfaction.
- Completed thorough and accurate opening and closing duties to facilitate smooth restaurant operations.

Thank you for your time and consideration!

Sincerely,

-Chance Sabo