

James Rollinson

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OBJECTIVE

I am interested in a position where I can increase my knowledge of system design and project analysis while implementing my current skills as a systems administrator and systems analyst. I feel that my seven years of working in the information technology and health care industry make me qualified for wide variety of IT positions. My experience as a computer technician and computer operator also make me very qualified to troubleshoot, repair, upgrade and maintain many types of systems and networks. My degree in Business Computer Information Systems and current involvement in accounting processes also will be beneficial for any managerial or financial duties the position might require.

EXPERIENCE

Intermountain Health Care – Lake Park Facility

7/05-present

Clinical Systems Tech and Systems Analyst

- Level III support of Clinical Workstation, HELP2 Clinical Desktop and G.E. Centricity Pharmacy
- Table maintenance and query of Oracle CDR database in ASN1 format using SQL Plus
- Data Steward for multiple applications using Access Web
- Monitor network and server performance
- Setup and troubleshoot citrix sessions with printer and drive mapping
- Coordinate health data dictionary changed with end users and HDD team
- Maintain and modify OSH settings table and facility IP table.

Salt Lake Regional Medical Center

7/98-7/05

Systems Analyst and Systems Administrator

- IBM AS400 and UNIX systems administration running SMS Med Series 4 and McKesson HBO.
- Administration and maintenance of 8 servers, 18 switches, 450 networked PC's and printers.
- Database & SQL report processing, data extraction and conversion to excel files with pivot tables.
- Optio form creation and interface support including HL7 interfaces and database maintenance.
- Accounts payable and payroll processing. Check generation, distribution and reporting.
Tables, forms and menu maintenance for SMS and McKesson HBO on UNIX and AS400 boxes.
- 3M medical record coding and business office grouper software installation and administration.
- HR and Payroll systems administration for SMS Medseries 4 and Lawson Insight.
- System backups, new hardware analysis, implementation and acquisition.
- Novell and Windows 2003/NT/XP/9x networking and administration for local and corporate LAN/WAN.
- Router/switch/hub installation and troubleshooting, PC upgrade, troubleshooting and repair.
- Documentation creation for computer system procedures, specifications and user manuals.
- Proficient with many software packages for financial analysis, database management, data transfer and manipulation, word processing, photo editing and web page creation.

Sears Roebuck and Co.

5/94-6/98

Computer Sales Associate

- Assisted customers with their computer buying decisions.
- Handled technical problems, programmed cellular phones, managed returns.
- Performed home installations with software and hardware training.
- Assembled, upgraded and repaired personal computers.

SYSTEMS PROFICIENCY

Hardware

IBM AS400, UNIX, Routers/Switches/Hubs, Laser, Inkjet and Label printers, Network Wiring, Jet Direct, Modems, Scanners, Fax Machines. PC & Laptop assembly, repair, deployment and troubleshooting.

Software and Operating Systems

Windows 2003/2000/NT/XP/9x, UNIX, IBM AS400, Novell, Citrix, Microsoft Word, Excel and Access, FTP Clients and Server, Proxies and Firewalls, VPN, Photoshop, HTML Editors, VNC, New Wave, Logicare, Lawson, 3M Coding and Grouper, Adobe, Anti-Virus Software, Spyware and Virus Removal Tools, SQL Plus, Norton's Ghost.

Basic Programming Languages

SQL, HTML, Visual Basic

EDUCATION

1998

B.S., Business Computer Information Systems

Montana State University - Billings, MT.

Awarded "Best case study" my senior year in Business Policy

High School Diploma

Cody High School - Cody, WY.

Involved in the ski team, wrestling and 4H while working part-time.

Currently Studying for Network+, Security+ and CISSP certifications.

REFERENCES

Mark Matthews I.S. Operations Manager for IASIS Healthcare, (801) 599-****

Amy Mitchell Medical Records Manager for SLRMC, (801) 350-****

Ken Crane Systems Administrator for SLRMC Information services, (801) 350-****