

RODNEY SELLMAN

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SEASONED IT AND ADMINISTRATIVE PROFESSIONAL

Dynamic, highly qualified IT professional with more than 35 years of experience. Excellent communicator, adept at working under pressure in deadline-driven environments. Focuses on continued learning. Works tirelessly to streamline efficiency for internal and external opportunities. Seeking a new challenge in an administrative setting.

AREAS OF EXPERTISE

- Client Relations
 - Deadline-Oriented
 - Exceptional Communication
 - General Computing
 - Document Management
 - Lotus and MS Software
 - Teamwork/Collaboration
 - Task Prioritization
 - Unix, Linux, VMware
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KEY SKILLS ASSESSMENT

Eye for detail and precision; ability to stay focused in a high pressure environment

Ability to work both independently and as part of a collaborative team

Multitasking within predetermined schedules and timeframes

Meticulous attention to accuracy in documentation; excellent verbal and written communication

PROFESSIONAL EXPERIENCE

IBM GLOBAL OPERATIONS CENTER

35+ years

MAINFRAME AND AS400 SYSTEMS COMPUTER OPERATOR

- Monitored and managed a variety of in-house systems and batch processing application tools
 - Worked on behalf of such companies as Target, Health Net Insurance, State Street Financial, AGCS, and Miller/Coors, among many others
 - Utilized creative problem solving/ conflict resolution within contractual limits set forth by IBM
 - Managed all accounts assigned to team; assisted other team members on projects as needed
 - Achieved high scores on quarterly job evaluations; won recognition for overall contribution to business objectives
 - Completed continuing learning and certification for account-specific requirements, such as security, core company values and HIPAA regulations regarding sensitive data
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EDUCATION & TRAINING

Training in the administration of Corporate Travel and Concur T&E functions

SOFTWARE/TECHNICAL SKILLS

Lotus Notes, WordPerfect, MS Office Suite, Unix/Linux, Windows, VMware technical administration