
ACTIVE DIRECTORY SYSTEM ADMINISTRATOR RESUME

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Career Goal:

Seeking employment in your prestigious organization as an Active Directory system Administrator and help in achievement of organizational goals owing to my knowledge in MS SQL, Exchange, .Net, DNS, IIS and TCP/ IP.

Technical Skills:

Operational knowledge of infrastructure technologies:

- TCP/ IP
- DNS, WINS
- DHCP

Familiarity with thin client technologies including:

- Terminal services
- Citrix MPS

Immense potential to utilize servers:

- IIS
- Active Directory

Proficient with web technologies:

Operating system expertise:

- Windows Server 2003/ 2008
- Windows XP/ Vista/ 7

Thorough with tools and technologies:

- Remedy 6.3/ 7.1
- NetIQ
- NetCOP

Highly competent in managing exchange administration using:

- SIPR
- NIPR

Remarkable ability to:

- Implement windows clustering services and load balancing techniques
- Interpret storage area networking concepts

Relevant Experience:

Active Directory System Administrator
Jack Henry & Associates, Inc.
January 2012 – Present
Warrensville Heights, OH

- Implemented procedures for support and maintenance of IT infrastructure projects.
- Coordinated with external business units for understanding and reporting on server operations and needs.
- Suggested effective processes for maintenance of software upgrading and patches for servers.
- Provided technical assistance for analysis, testing and integration of all software product development.
- Resolved issues relating to systems and application by troubleshooting and proper resolutions.
- Supported technical team members in escalation of complex issues to third parties.
- Executed effective processes for service desk handling relating to AD incidents.
- Participated in maintenance of overall health of all technologies relevant to Active Directory applications.

Active Directory System Administrator
Fairfield Technologies, Inc.
November 2010 – January 2012
Washington, DC

- Assisted in architecture, designing and deployment of all elements related to AD products.

- Maintained detailed documentation relating to Windows server platform and architecture.
- Implemented procedures for installation, testing and maintenance of Active Directory and Exchange applications.
- Executed effective processes for operation, troubleshooting and support service for Microsoft Active Directory and back office products.
- Provided technical assistance for implementation of system diagnostic and maintenance tools to support server functionality.
- Conducted review and deployment processes of service packs and security updates as per Windows server instances.
- Supported technical team members in monitoring usage such as load and usability issues.
- Prepared detailed technical documentation for all elements of Microsoft Windows infrastructure.

Educational Background:

Bachelor's Degree in Information Systems
Marion Technical College
August 2006 – May 2010
Marion, OH

Professional Certification:

Microsoft Certified IT Professional (MCITP) July 2010

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