
Exchange Server Administrator Resume

Job Objective

Seeking Exchange Server Administrator position with a quality organization in which to use my skills and special abilities to contribute to the growth of the organization.

Highlights of Qualifications:

- Strong experience in administrating the exchange servers
 - Sound knowledge of backup and disaster recovery process
 - Good understanding of Exchange 5.5/2000/2003 and Active Directory Services
 - Profound knowledge of the various systems and their monitoring tools
 - Ability to work in accordance to the industry standards
 - Ability to upgrade the system from Exchange 5.5 to the Exchange servers 2000 and 2003
 - Skilled in troubleshooting the hardware and software of the system
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Professional Experience:

Exchange Server Administrator, November 2007 – Present
CIBER, Florence, SC

- Performed regular tests on the disaster recovery system of the server.
- Monitored the daily requests from the user and worked in accordance to the same.
- Resolved any server affected problem of the end users of the system.
- Coordinated with the various teams to install the server.
- Maintained the configurations of the operating systems on the server.
- Performed security checks and capacity reporting to ensure smooth functioning of the operating system.

Exchange Server Administrator, December 2001 – October 2007
Raytheon, Florence, SC

- Maintained the Microsoft Exchange Servers and resolved any issues regarding the Exchange email systems.
 - Upgraded the Microsoft Server with new technologies.
 - Tested and installed various hardware and software on the system.
 - Prepared documentation of the various configurations in the systems, various policies and procedures.
 - Maintained the security access on the Microsoft server.
 - Coordinated with the vendors to help in resolving any Exchange server problem.
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Education:

Bachelor's Degree in Computer Science, Southwestern College, Winfield, KS

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