Filenet Administrator Resume

Job Objective

To enhance the organization by using my past training and skills to secure a position as a Filenet Administrator.

Highlights of Qualifications:

- Remarkable experience aiding application end users
- Huge knowledge of Windows SQL Server and Oracle database
- Deep knowledge of Filenet P8
- Solid understanding of FileNet Content and FileNet Image Services
- Familiarity with application development life cycle, OSAR and MSAR
- Amazing ability to manage in a team
- Excellent customer facing skills
- Superior analytical and problem solving skills

Professional Experience:

Filenet Administrator
Sriven Systems Inc, Overland Park, KS
November 2007 – Present

- Managed support and maintenance of FileNet application environment.
- Coordinated with vendor and functional business leaders.
- Administered FileNet P8 and maintained metadata structure.
- Handled FileNet security model.
- Executed user and application provisioning.
- Assisted appropriate persons and business.
- Outlined archive rule sets and integration points.
- Reviewed service requests and imparted estimates and timely updates.

Filenet Administrator
Datamatics Global Services Ltd., Overland Park, KS
December 2003 – October 2007

- Managed installation, administration and support of FileNet P8 ECM applications.
- Imparted technical support with clients and other technical staff.
- Evaluated business requirements and suggested technical solutions.
- Formulated strategies and solutions.
- Established policies and procedures and imparted capacity planning.

Education:

Bachelor's Degree in Computer Science
Framingham State College, Framingham, MA

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