JIRA ADMINISTRATOR RESUME

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Career Goal:

To share my technical knowledge and expertise in JIRA (V5+), Linux, DB administration, GreenHopper (V6+), JIRA tools, MS Word and Excel as a JIRA administrator.

Technical Skills:

Sound grasp over administration and configuration of tools:

- JIRA (v5+)
- Enterprise tester (v4.4+)
- GreenHopper (v6+)

Proficient in database administration using:

- Linux
- Tomcat
- JVM

Adroit with software tools including:

- Git
- Gerrit
- Code repository

High operating system expertise:

- Windows 2000/ XP/ Vista
- Mac OS X
- Linux

Quick and brilliant with file comparison tools like:

- Zadora
- WinDiff
- Certificate Viewer

Strong knowledge of Automation tools:

- Load Runner
- Gomez Script recorder
- Selenium IDE

Superb in using bug reporting software like:

- Rational clear quest
- Wiki
- Crystal reports

Immense capabilities to:

- Develop complicated JIRA workflows and schemes
- Effectively utilize Atlassian and other third party tools

Relevant Experience:

JIRA Administrator
Red Salsa Technologies Inc
January 2012 – Present
Rochelle Park, NJ

- Performed testing of new versions of tools for compatibility of project services.
- Responded to incoming requests and inquiries for new tools and workflow procedures.
- Provided technical assistance for work administration of users, related modifications and archival of projects.
- Assisted in administration of machines for running of instances in coordination with infrastructure administrators.
- Implemented procedures for integration of ALM tools with other systems such as Remedy and SharePoint.
- Supported maintenance and improvement activities by installation of security patches and related fixtures.

- Participated in learning of scripting languages such as UNIX and JAVA for project management.
- Reported performance related issues to management by analysis and tracking of existing systems.

JIRA Administrator
Cognizant
November 2010 – January 2012
Beaverton, OR

- Developed technical solutions by coordination with internal project teams and understanding of requirements.
- Responded to all incoming questions and inquiries related to JIRA applications.
- Prepared projects, dashboards, reports and questions for all JIRA related services.
- Generated scripts for effective integration of JIRA applications with other tools.
- Suggested improvement processes for screens, workflow procedures and reports of applications.
- Conducted analysis and evaluation of existing systems to upgrade latest versions of JIRA.
- Assisted in assessment of existing production systems and configuration services for upgrading.
- Provided technical expertise for analysis and assessment of current security and database configuration services.

Educational Background:

Bachelor's Degree in Computer Science
Seminole State College
August 2006 – May 2010
Sanford, FL

Professional Certification:

Web Accessibility Initiative CertificationJuly 2010

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