
Messaging Administrator Resume

Job Objective

Looking for work as a Messaging Administrator to help increase the efficiency and help the organization to meet their long-term goals.

Highlights of Qualifications:

- Remarkable experience in technical support
 - Huge knowledge of gateway technologies
 - Deep knowledge of Instant Messaging and Email Messaging technologies
 - Superior communication skills
 - Solid problem solving and analytical skills
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Professional Experience:

Messaging Administrator
PDJBConsulting, Woodmere, NY
November 2007 – Present

- Managed configuration, maintenance and upgrades of Notes Serves.
- Analyzed hardware, software and peripheral equipment.
- Maintained user accounts and security policies.
- Handled system security plans.
- Evaluated database size and usage patterns.
- Aided formulation of end user training material.

Messaging Administrator
Lockheed Martin Corporation, Woodmere, NY
December 2003 – October 2007

- Aided troubleshooting and maintaining Notes-related applications.
 - Managed creation and execution of procedures.
 - Handled maintaining antivirus protection.
 - Provided assistance in restoring Notes accounts, passwords and databases.
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Education:

Bachelor's Degree in Computer Science
Colorado State University, Fort Collins, CO

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