
Microsoft Exchange Administrator Resume

Job Objective

Seeking an opportunity to use my strong organizational skills, special training and past experience to secure a Microsoft Exchange Administrator position within a well established organization.

Highlights of Qualifications:

- Remarkable experience in Windows 2000&2003 environment
 - Huge knowledge of Microsoft Exchange, Active Directory and Microsoft technologies
 - Deep knowledge of managing enterprise environment
 - Familiarity with email messaging system and scripting languages
 - Amazing ability to participate in after hours
 - Outstanding ability to manage work on weekends and night shifts
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Professional Experience:

Microsoft Exchange Administrator
Ivans Inc., Saint Louis, MO
November 2007 – Present

- Managed in Gilead Sciences Enterprise Infrastructure Operations.
- Coordinated multiple Exchange Administration activities.
- Handled scripted administration tasks.
- Imparted tier two and tier three troubleshooting support.
- Assisted external support and professional services groups.
- Collaborated with necessary parties and Service Desk.

Microsoft Exchange Administrator
Apex Computer Systems, Inc., Saint Louis, MO
December 2003 – October 2007

- Coordinated with manager and handled installation of standard Microsoft Office software.
 - Aided Regional and Global projects.
 - Corresponded with technical and non-technical personnel.
 - Managed Windows virtual machines and formulated network and systems documentation.
 - Formulated project handoff technical documentation.
 - Coached and guided Support Services Team.
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Education:

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

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