Microsoft System Administrator Resume

Job Objective

To use my experience and expertise as a Microsoft System Administrator to help boost the organization and increase sales.

Highlights of Qualifications:

- Remarkable experience in medical record operations
- Huge knowledge of MS ISA 2004 server implementation
- Deep knowledge of MS application development and Microsoft Office products
- Familiarity with health information systems management teams
- Amazing ability to impart sound and technical guidance
- Outstanding ability to revise medical center procedures
- Superior interpersonal and communication skills

Professional Experience:

Microsoft System Administrator
Hobart Service, Southfield, MI
November 2007 – Present

- Administered Active Directory, Exchange, ISA, IIS and Clustering.
- Managed Websense, Antivirus, Blackberry Enterprise Server and Barracuda Email Filtering.
- Supervised enterprise server hardware.
- Formulated network and systems documentation.
- Outlined project handoff technical documentation.
- Coached and guided Support Services Team.

Microsoft System Administrator
APX Alarm Security Solutions, Inc., Southfield, MI
December 2003 – October 2007

- Imparted support for implementation, troubleshooting and maintenance of IT systems.
- Developed user accounts and assigned file permissions.
- Configured software packages and aided technical research.
- Monitored system hardware, operating systems and software systems.
- Extended user support and carried out user software and hardware training.

Education:

Bachelor's Degree in Computer Science
Canisius College, Buffalo, NY

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