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## MS Exchange Administrator Resume

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### Job Objective

Hard working, dependable MS Exchange Administrator seeking position within a growing or strong organization today.

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### Highlights of Qualifications:

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- Remarkable experience in MS Exchange and SharePoint
  - Huge knowledge of Exchange 2000/2003/2007
  - Deep knowledge of supporting Windows mobile devices
  - Solid understanding of anti-virus strategies
  - Familiarity with enterprise level internet and Outlook MS Exchange
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### Professional Experience:

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MS Exchange Administrator  
Relevante Inc, Phoenix, AZ  
November 2007 – Present

- Managed email data retention.
- Handled mailbox moves to address space allocation.
- Aided patch certification and handling Exchange and Outlook related issues.
- Enforced technical solutions and improvised messaging environment.
- Provided assistance with capacity planning analysis.

MS Exchange Administrator  
Modis, Inc, Phoenix, AZ  
December 2003 – October 2007

- Aided messaging environments and active directory infrastructure.
  - Imparted support for mobile devices.
  - Extended design and implementation expertise.
  - Coordinated with system & software vendors.
  - Formulated service levels and service offerings for requests.
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### Education:

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Bachelor's Degree in Computer Science  
Carleton College, Northfield, MN

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