
MS EXCHANGE SERVER ADMINISTRATOR RESUME

Keith Patterson
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Career Goal:

To contribute my skills and expertise in switching, routing, TCP/ IP, MS Exchange, Outlook and PowerShell to help in increasing organizational effectiveness as MS Exchange Server Administrator.

Technical Skills:

Strong knowledge of networking protocols:

- TCP/ IP, DNS, FTP
- DHCP, VPN, SMTP
- POP3, VoIP

Proficient in Network Infrastructure and operations:

- Ethernet
- Routing
- Switching

Thorough with virtualization technologies:

- VMware ESX
- VPN
- Veritas Cluster server

High expertise in server administration:

- Windows server NT/ 2000/ 2003
- Exchange server 4.5/ 5.5
- Active Directory AD

Solid understanding of software applications:

- Lotus Notes Administration
- MS office 2007/ 2010
- Bloomberg, BARX

Skilled at utilizing operating systems:

- Novell
- MS DOS
- Unix

Quick and brilliant with networking using:

- Lotus Notes Domino server
- Citrix, Zenworks
- Secure ID

Vast capabilities to:

- Effectively implement internet and intranet technologies
 - Identify and rectify queue issues
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Relevant Experience:

MS Exchange Server Administrator
Timberhorn, LLC
January 2012 – Present
Charlotte, NC

- Assisted in implementation and support of security policies including data retention.
- Implemented procedures for monitoring, support and performance of Messaging Servers.
- Maintained detailed technical documentation of all systems and related training processes.
- Executed effective processes for administration and support services for Microsoft Exchange applications.
- Provided technical assistance for architecture and implementation of messaging services.
- Participated in understanding functionality of SMTP constructs and software products.

- Supported technical assistance for disaster recovery planning and testing functions.
- Coordinated with technical teams for management of systems backups and services.

MS Exchange Server Administrator
GP Strategies Corporation
November 2010 – January 2012
Troy, MI

- Participated in daily management and monitoring of Microsoft Exchange servers.
- Implemented procedures for data backup and restoration functions for all Exchange servers.
- Provided technical assistance for gathering of statistics information relating to performance levels and metrics.
- Assisted in monitoring capacity issues for Mailbox, SMTP Gateway and Hub servers.
- Formulated procedures for troubleshooting and resolution of issues relating to outage and performance.
- Evaluated event logs by techniques such as alerting and visual inspections.
- Supported technical team members in planning, tuning and configuration of MS Exchange architecture.
- Coordinated with technical teams for administration and support services of Active Directory and DNS replications.

Educational Background:

Bachelor's Degree in Computer Science
North Central University
August 2006 – May 2010
Minneapolis, MN

Professional Certification:

Microsoft Certified IT Professional (MCITP): Enterprise Messaging Administrator July 2010

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