
OFFICE 365 ADMINISTRATOR RESUME

Lola Henry
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Career Goal:

Seeking opportunity to join a highly qualified technical team as an Office 365 Administrator where my skills in Advanced Identity Management and ADFS

Technical Skills:

Profound knowledge of Active Directory administration:

- GPO
- Domain Controllers
- OU

Extensive technical knowledge of MS Exchange versions:

- Exchange 2003
- Exchange 2010

Solid understanding of application systems like:

- SharePoint 2010
- SharePoint 2013
- Cloud

Strong technical acumen of servers for administration purpose:

- MS Windows Server
- MS SharePoint Server
- MS Office Communication Server

Dexterity in designing frameworks:

- Policy frameworks
- Operational governance frameworks

Specialist in office administration packages:

- MS Office applications
- Internet Search engines

Thorough understanding of MS products:

- IIS
- Active Directory
- Lync

Immense abilities to:

- Understand and apply SharePoint capabilities
- Administer cloud services and use Cisco phone systems

Relevant Experience:

Office 365 Administrator
Open Systems Technologies
January 2012 – Present
New Bloomfield, PA

- Participated in gathering and analysis of business requirements for software capabilities.
- Formulated and installed Lync functionalities for multiple clients.
- Provided technical guidance for migration, configuration and deployment of Lync.
- Suggested and implemented latest technologies and software solutions.
- Administered and supported system backup and disaster recovery processes.
- Maintained detailed technical documentation of messaging and system architecture.
- Utilized ActiveSync for configuration of mobile messaging services.
- Managed MS Exchange servers, AD applications and public folders.

Office 365 Administrator
Howard Systems International, Inc.
November 2010 – January 2012
Orange, CT

- Developed proof of concepts and created technical architecture components.
- Analyzed and resolved technical issues relating to system architecture.
- Created and maintained work products for application and data domains.
- Conducted gap analysis and generated business proposals.
- Provided technical guidance during client workshops and regional events.
- Automated and executed Office 365 procedures utilizing Windows PowerShell.
- Resolved tenancy technical issues and monitored Office 365 systems.
- Administered and supported Office 365 and MS Exchange policies.

Educational Background:

Bachelor's Degree in Computer Science
Grand Canyon University
August 2006 – May 2010
Phoenix, AZ

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