

---

## Portal Administrator Resume

---

### Job Objective

To be given an opportunity to exhibit my Portal Administrator skills and use my knowledge to contribute to the growth of the organization.

---

### Highlights of Qualifications:

---

- Remarkable experience with SharePoint custom application development
  - Huge knowledge of Microsoft Project Server
  - Deep knowledge of Microsoft SQL Server 2005 and Microsoft virtual environment
  - Familiarity with Unix based OS and shell scripting
  - Amazing ability to manage with external consultants
  - Outstanding ability to coordinate with non-technical users
  - Superior communication, presentation and documentation skills
- 

### Professional Experience:

---

Portal Administrator  
UnitedHealth Group, Burr Ridge, IL  
November 2007 – Present

- Maintained production environment and resolved alerts.
- Managed up gradation of ALUI software.
- Aided periodic Application release.
- Trained customer about features of ALUI.
- Coordinated with customers to update them.

Portal Administrator  
Beyondtek IT, Burr Ridge, IL  
December 2003 – October 2007

- Aided process of planning, prioritization and development of new content.
  - Managed production portal functions.
- 

### Education:

---

Bachelor's Degree in Computer Science, MIS  
Tennessee State University, Nashville, TN

[Build your Resume Now](#)