
Sharepoint Administration Resume

Job Objective

Searching for a position as Sharepoint Administrator in which to exercise my knowledge in this field for both the good of company and to expand my career.

Highlights of Qualifications:

- Remarkable experience with SharePoint 2007 administration
 - Proficient with Microsoft Office SharePoint Server 2007, Windows SharePoint Services 3.0, and SharePoint Designer 2007
 - Good understanding of SharePoint security model and SharePoint backup processes
 - Familiarity with SharePoint architecture and Windows SharePoint Services
 - Ability to develop, maintain, and enforce SharePoint Governance policies
 - Superior communication, interpersonal, team building and negotiation skills
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Professional Experience:

Sharepoint Administration
MegaSystems Inc., Waukesha, WI
March 2005 – Present

Responsibilities:

- Headed SharePoint infrastructure enforcement.
- Maintained MOSS 2007 on across six server farms.
- Aided various systems with emphasis on membership Extranet.
- Managed farm administration functions.
- Assisted and coached in-house resource.

Sharepoint Admin
Intellisoft Technologies, Waukesha, WI
December 2000 – February 2005

Responsibilities:

- Coordinated as Subject Matter Expert.
 - Imparted global support for MOSS.
 - Corresponded between MOSS, application development team and business units.
 - Enforced business improvement projects.
 - Extended technical specifications and checked software.
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Education:

Bachelor's Degree in MIS
Central College, Pella, IA

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