
SHAREPOINT SUPPORT ANALYST RESUME

John Morales
892 Ross Street
Columbia, IL 62236
(333) 760-1992
Email : [email]

Career Goal:

To join a highly technical team of professionals as a SharePoint Support Analyst and help in organizational development utilizing my knowledge in .Net, SQL server, HTML, JavaScript, CSS and SQL.

Technical Skills:

Profound knowledge of programming and scripting languages:

- HTML, CSS
- JavaScript, C#
- .Net, JSP

Thorough with web application servers:

- SharePoint Designer 2010
- IIS 6.0/ 7.0, InfoPath
- SharePoint server 2010

Proficient in utilizing Microsoft tools:

- MS Excel
- MS Visual Studio 2010

Adept with service desk software:

- TrackIT
- CA service Desk Manager
- Microsoft SCSM

Database management expertise:

- SQL server
- MS Access
- Oracle

Adroit with design tools:

- Visual Studio.net
- Adobe Fireworks
- Dreamweaver

Quick and brilliant with other tools:

- LAN/ WAN
- SharePoint Central Administration
- Symantec Ghost

Sound capabilities to:

- Implement web and content management systems
- Manage and support SharePoint 2010 environments

Relevant Experience:

SharePoint Support Analyst
Mitchell Martin Inc.
January 2012 – Present
Columbia, IL

- Prepared and maintained SharePoint sites, libraries and work flows.
- Developed SharePoint lists as per client requirements.
- Conducted technical training session for SharePoint end users.
- Analyzed, debugged and resolved application problems and system issues.
- Created and updated SharePoint user groups and accounts.
- Formulated and maintained SharePoint permissions and sites.
- Participated in site migrations and designed content management solutions.

- Designed and managed content management templates and work flows.

SharePoint Support Analyst
CACI International Inc
November 2010 – January 2012
St. Louis, MO

- Installed and configured SharePoint web pages in development areas.
- Designed and executed branding templates for architecture portals.
- Prepared and maintained web applications with publishing templates.
- Developed and implemented site collections, content indexing and site templates.
- Monitored and maintained SharePoint and designed related applications.
- Implemented and managed user profiles, Excel services and BI dashboards.
- Utilized SharePoint designer for designing web site pages.
- Formulated technical requirement, specifications and designs.

Educational Background:

Master's Degree in Information Technology
Chattahoochee Technical College
August 2008 – May 2010
Marietta, GA

Professional Certification:

MCTS – SharePoint Server, Configuration July 2010

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