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## Sharepoint Trainer Resume

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### Job Objective

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Seeking Sharepoint Trainer's position that will enable me to challenge my skills and talents while making tremendous contributions to company.

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### Highlights of Qualifications:

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- Proficient with Microsoft SharePoint 2007
  - Profound knowledge of high level use cases and requirements documents
  - Exceptional ability to quickly get an end-to-end view of the business requirements and systems architecture
  - Ability to organize information, manage tasks and projects
  - Ability to complete detailed tasks
  - Ability to analyze data on schedule – initiative, organization and attention to detail
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### Professional Experience:

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Sharepoint Trainer  
Kelly IT Services, Lovington, NM  
February 2009 – Present

- Prepared templates and sample products.
  - Converted intranet sites into SharePoint.
  - Formulated training materials for SharePoint clients.
  - Carried out training sessions for SharePoint clients.
  - Prepared FAQs and other supporting materials for users.
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### Education:

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Bachelor's Degree in Information Systems  
Thomas College, Waterville, ME

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