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# WINDOWS ADMINISTRATOR RESUME

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## Objective:

Seeking the position of Windows Administrator where my skills in Languages/Methodologies (Java, C++,) Technologies, Software tools and Utilities (J2EE, EJB, JSP, JSTL), software and hardware will be fully exposed to meet the company's changing needs.

## Education:

Master's Degree in Computer Science, 2002  
Yale University

Bachelor s Degree in Computer Science, 1999  
Yale University

## Skills:

- Very strong interpersonal and communication skills
- Master in complex software and hardware
- Strong knowledge and familiarity of programming languages
- Knowledgeable in technical and analytical skills
- Master in Windows Exchange Server 2003/2007 and other related Operating Systems

## Professional Experience:

- Sr. Windows Administrator, 2008-present
- Habasit America., Georgetown, MA

## Responsibilities:

- Engineered and monitored system start ups and shutdowns.
- Supervised all backup and disaster recovery operations.
- Supervised company-wide policies on virus control and spam.
- Windows Administrator, 2005-2008
- Halex Corp., Georgetown, MA

## Responsibilities:

- Collaborated with the team's new technology evaluation and initiatives.
- Programmed all work stations and other network peripherals and components.
- Engineered production servers running on Microsoft applications and other related Operating Systems.
- Programmed upgrading and maintenance of operating system.
- Junior System Administrator , 2002-2005
- Haber Inc., Corp., Georgetown, MA

## Responsibilities:

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- Windows Administrator, 2005-2008
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## Certifications and Affiliations:

Certificate in Virtualization  
Sun Certified Web Component Developer for J2EE Platform  
Association of Certified Window Developers

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