
Windows System Administrator Resume

Job Objective

To obtain a Windows System Administrator position in a company that provides an open environment with many opportunities for continuous growth.

Highlights of Qualifications:

- Highly experienced in administration, monitoring, and maintenance of Windows-based system
 - Sound knowledge of Windows OS, IIS, VMware, and Microsoft Development Toolkit
 - Remarkable knowledge of TCP/IP, DNS, HTTP, FTP, LAN/WAN, and load balancer
 - Proficient in Java/J2EE, Ruby on Rails deployments, PHP, and SQL Server
 - Ability to perform disk partitions and maintain file system in various formats
 - Ability to detect and resolve Windows system errors and network connectivity issues
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Professional Experience:

Windows System Administrator
Metasys Technologies, South Portland, ME
August 2012 – Present

Responsibilities:

- Created and implemented Windows system installation and configuration procedures.
 - Installed, configured, monitored, and evaluated system software, hardware, and network devices.
 - Designed and implemented effective system back up and recovery procedures.
 - Detected, documented, and rectified system software and hardware errors.
 - Updated and maintained the system-related databases and data dictionaries.
 - Established and maintained positive relationships with Windows system programmers and analysts.
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Windows System Administrator
mindSHIFT Technologies, Inc., South Portland, ME
May 2009 – July 2012

Responsibilities:

- Installed, administered, and maintained Windows Server and desktop operating systems.
 - Set up, configured, and cabled various hardware and peripherals, properly.
 - Tracked system performance and assisted with capacity planning initiatives.
 - Developed, executed, and maintained system backups and disaster recovery procedures.
 - Identified and corrected system-based technical issues and network problems.
 - Planned, developed, and implemented Windows system upgrades and patches.
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Education:

Bachelor's Degree in Information Systems
Kent State University, Kent, OH

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