

Bradley B. Kai

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Key Skills

Windows XP/Vista/7/8/10
MS Office Suite
Office 365

Offshore Team Collaboration
SharePoint
User Training/Support

Windows Server 2008/2012
Active Directory
Group Policy

Professional Experience

High Performance Systems, Inc., *Systems Analyst*

January 2017 to February 2017

- Delivered Office 365 services and features overview presentations to two potential clients
- Prepared, configured, maintained and upgraded client servers, workstations and software
- Advised clients of industry IT data & security policies and recommended best practices
- Troubleshooted network issues with client computers, printers, routers and other devices
- Maintained an asset inventory of client workstations, laptops and software licenses

State of Hawaii, *Information Technology Specialist II*

June 2016 to October 2016

- Created Infowise Ultimate Forms actions and SharePoint Designer 2013 workflows to automate existing business processes in combination with various SharePoint app solutions
- Migrated production SharePoint site collections utilizing ShareGate features
- Assisted end-users with SharePoint web part customization, scripting and site creation
- Conducted bi-weekly beginner/intermediate level training sessions for government employees regarding Outlook, OneNote, OneDrive, Skype for Business and SharePoint

Easter Seals Hawaii, *Help Desk/Junior Systems Analyst*

June 2015 to May 2016

- Lead and coordinated an organization-wide plan to migrate user local and network data to Office 365 OneDrive to include synchronizing data for remote access & mobile devices
- Provided support for Office 365, SharePoint, OneDrive, Skype for Business and MS Office
- Updated and maintained KACE K1000 ticketing system and VOIP directory of 250+ users
- Responsible for the creation and modification of Active Directory user information

City and County of Honolulu, *Intern/Procurement Specialist II*

December 2012 to April 2015

Projects

Professional Technical Website: bradbkai.github.io

Work in Progress

Using GitHub Pages, Jekyll, HTML and CSS with future implementation of Bootstrap

MMORPG monster tracking & counter program collaboration
Intend to use Visual Basic and OllyDbg debugger

Work in Progress

Education & Certification

Home Labs: Office 365 with Azure and Server 2012/2016 with VMWare/VSphere/Hyper V

- Configured O365 tenant site, SharePoint site collections & developed workflows for apps
- Utilized PowerShell to configure domain/workgroup settings and Active Directory

Bachelors of Business Administration – Accounting, 3.5 Business GPA
University of Hawaii at Manoa, Shidler College of Business

May 2013

CompTIA A+

Expires March 31, 2019