

SharePoint Administrator SharePoint Administrator SharePoint Administrator Springfield, VA My objective is to gain employment in the IT field that utilizes the skills and abilities that I have and challenges me to improve upon them. I am a Microsoft Engineer with over ten years of professional experience specializing in large Windows environments supporting Federal Government Agencies. Experience includes SharePoint administration, O365, Azure, systems migrations and administration. Work Experience SharePoint Administrator FDIC August 2015 to October 2016 Office 365 deployment, administration, migration, upgrades and integrations Assist with various implementation projects as they relate to Azure, Intune, and Office 365 Learn and expand your Azure and Cloud Security skills, eventually assisting with support including provisioning VMs, network and storage resources Day to day administration of O365, Intune, and Azure AD including policy and configuration changes Managing and checking the overall server health and functionality Monitoring SharePoint disk space usage through the built-in SharePoint reports for each site collection Analyzing and reporting upon SharePoint usage and activity Supporting network load balancing needs and ensuring its correct operation (NLB) Regular review of the events and messages reported in Event Viewer and Performance Monitor Regular review, clean-up, management and configuration of SharePoint accounts and sites. This portion of the role will work closely with an Active Directory administrator if they are separated Regularly analyzing SharePoint content and storage Monitoring SharePoint trends (e.g. site usage and growth, disk space usage and growth) Setting up alerts and enforcing policies Regularly auditing your SharePoint environment Identifying and reporting governance violations Checking for operating system, SQL Server and SharePoint patches and cumulative updates Planned and migrated from SharePoint 2007 to SharePoint 2010 Assisted site collection administrators and users in resolving several post migration issues Assisted users create customs lists, content types, workflows, InfoPath forms, and creating sub-sites Troubleshooting SharePoint 2010/2013 issues Administration of SharePoint 2010/2013 farm Basic experience in manage and troubleshoot SQL 2005/2008 issues pertaining to SharePoint Worked with SharePoint designer to create workflows, troubleshoot site issues, etc. Worked with Active Directory/ADFS users to troubleshoot access

issues     Creating site collection for customer with branding Justice (EOUSA/JMD) - SharePoint Systems Administrator (Contractor) Department of Justice July 2013 to August 2015 - 10/2016 -

Current     Providing day-to-day operations support and management of different SharePoint sites

User accounts creation and SharePoint sites authorizations     Troubleshoot/fix issues and defects reported by SharePoint users     Migration of SharePoint 2007/2010 to SharePoint 2013     Install or create SharePoint environments/farms     Provisioning SharePoint site collections, sites, and sub-sites     Analyzing SharePoint Health Check, ULS logs, IIS logs and Windows Server Event logs

Manage, deploy, and configure solutions on SharePoint Farms     Assisted site collection administrators and users in resolving several post migration issues     Assisted users create custom lists, content types, workflows, InfoPath forms, and creating sub-sites     Basic experience in manage and troubleshoot SQL 2005/2008 issues pertaining to SharePoint     Worked with SharePoint designer to create workflows, troubleshoot site issues, etc.     Worked with Active Directory/ADFS users to troubleshoot access issues

SharePoint Administrator (Contractor) Transportation Security Administration January 2013 to July 2013     Work extensively on planning, deploying, and configuring both MOSS 2007 and SharePoint 2010 in both single server deployment and multi-server (server farm) deployment     Understand the use of SQL 2008 Enterprise     Creating and managing document libraries, work flows, team sites in SharePoint 2010     Work experience with Microsoft Active Directory, DNS and Internet Information Services 6.0 and 7.0     Support all components of the SharePoint (MOSS 2007 and 2010) environment including system administrative activities such as site creation, user training, backup and restore, performance analysis, and issue resolution     Assist the SharePoint Developer in the design, architecture, availability, reliability, and security of future SharePoint environments     Primary - first level support for all SharePoint issues that come from the customer     Responsible for ensuring maintenance of the governance with regards to standards and practices using style sheets and implementing custom web parts     Create clients, update, and support basic SharePoint sites and functionality and assist with implementation, customization, and support of document management     Developed and maintain related administrative and end-user documentation on an ongoing basis and work with customers to

document administrative tasks   Developed several InfoPath forms and worked with client to ensure that the InfoPath forms meet client needs   Create VB scripts to be used for the purpose of building out multiple environments in a consistent and repeatable way to ensure that results in one environment did not differ from another   Worked with developers to integrate WSE (Web Service Extensions) into IIS applications   Data Center Technician (Contractor) Match.com May 2012 to January 2013   Performed tasks within a collaborative team environment   Provided troubleshooting support for servers, infrastructure and network devices (400 server environment)   Diagnosed and repaired server errors, infrastructure issues and network connectivity problems   Installed/upgraded/replaced server, device or network components or as needed   Installed/replaced/removed servers, devices and networking equipment   Performed server administrative tasks   Performed network cable installation and removal to support infrastructure needs   Performed server maintenance as assigned   Performed server patching using VMware vCenter Protect Essentials 8.0.0   Performed server Operating System and application imaging/installation   Verified, reserve and provision network resources   Performed system firmware and ROM maintenance   Performed tape backup maintenance   To maintain the webserver (IIS 6.0,7.0) configuration, error modifications   Creating the Webservers(IIS 6.0 &7.0) maintain the installations, troubleshooting, Error modifications, Services configurations   IT Specialist Customs and Border Protection (CBP) January 2007 to May 2012   Work extensively on planning, deploying and configuring both MOSS 2007 and SharePoint Services 2003 in both single server deployment and multi-server (server farm) deployment.   Understand the use of SQL 2005 Business Intelligence and Key Performance Indicators for Custom Web Parts.   Work experience with Microsoft Active Directory, DNS and Internet Information Services 5.0, 6.0 and 7.0   Troubleshoot server and workstation issues on several different servers (Dell HP, etc.)   Work with and collaborate with other team members on resolving issues with operating systems   Work with team to create Microsoft Patches packages to be deployed to CBP workstations (65000 workstations)   Test DAT files on a daily basis to ensure all workstations are up-to-date on anti-virus software   Research new technology   Worked with Windows 7 image to be deployed to CBP   Worked on

Office 2010 to be integrated into Windows 7 for image deployment Education A.S. in Business Administration Northern Virginia Community College 2005 Skills Active Directory (9 years), IIS (8 years), Internet Information Services (8 years), Microsoft SharePoint (9 years), SharePoint (9 years) Additional Information Software/Tools: Active Directory, Backup Express, Backup Exec, Legato, ClearQuest, BMC Patrol, Big Brother, Mercury Topaz Systems, Rational XDE tester, Citrix, FTP clients, Ubuntu, MS IIS (6.0, 7.0), MS SharePoint 2007/2010/2013, HTML, XHTML, XML/XSLT, CSS, JavaScript, CISCO IOS, MS Office, MS Visio, Adobe Photoshop, DocAve, JIRA, Azure AD administration experience, including policy and configuration changes Hardware: IBM, Compaq, SUN E250, E450, Lynksys, Gateway, Hewlett Packard, HP printers, Diamond Multimedia, 3dfx, Netgear, Cisco router/switches, and 3com Operating Systems: Windows Server 2012/2008, Windows 8/10, SUN Solaris, DOS, Red Hat, Ubuntu

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