

JR. SHAREPOINT ADMINISTRATOR/ GRAPHIC DESIGNER

Professional Summary

To whom it may Concern; In the constant pursuit of growth as a SharePoint Administrator, I am interested in expanding my professional horizons by rising to the challenge your company needs with SharePoint 2010-2013. I love new challenges in the area of SharePoint Architecture, Branding, Business Intelligence Training, Maintenance, and Administration. I am interested in the position with your company and have enclosed my resume for review and consideration. As you can see, my career in SharePoint Administration is developing. I have enjoyed a reputation as someone that has a knack for hitting the ground fast and adapting to any environment. My objective is to establish a time when we can meet to further discuss how my talent, professionalism and enthusiasm, will add value to your operation. The salary is negotiable, based on the job responsibilities and compensation package. am currently working towards completing my SharePoint certification (MSCA) in SharePoint 2013 Architecture ----- I look forward to speaking with you soon. To administer and brand SharePoint based applications in such a way that its users experience SharePoint at its best. 2 plus years of experience in Branding/UI, Systems Analysis, Web applications using SharePoint Administration Experience in Excel Services, Power-Pivot, Visio Services, Power-Pivot for Excel. Experience in SharePoint Branding(User experience), JavaScript, JQuery and, CSS Can establish a SharePoint Governance Plan. Can create custom web part, custom content types, and custom InfoPath forms. Can Configure SharePoint FAST Search Can Upgrade from SharePoint 2010 to 2013 using Database Attached, In-Place, or Hybrid upgrade types. Experience with SharePoint 2010/2013 Enterprise Content Management (E.C.M.) Liaised with clients on requirements gathering and user requirements specification. Excellent analytical, inter-personal, communication and written skills. Ability to adjust in new environments, circumstances, with a drive for results through self-motivation. Ability to work in a multi-cultural environment with project members and clients from diverse backgrounds. Experience with SharePoint Online 2010 and 2013 Experience with SharePoint Office 365 2013

Experience with DocAve

Experience

05/2012 to Current

Jr. SharePoint Administrator/ Graphic Designer Script And Scribble, Inc 1/4 City , STATE

- Duties are: The SharePoint Administrator is responsible for configuration and maintenance of a SharePoint Server or a Farm
- Carrying through user adoption, developing and implementing a plan for governance, and compliance.
- We are key in collaborating with developers and testing emergency plans.
- I was a part of a team that was ultimately responsible for both implementation delivery and the ongoing availability of the assigned applications.
- Planning, change and lifecycle management skills are also required to facilitate successful implementation, governance and long-term support.
- Maintain and communicate a release plan for supported applications outlining upgrade schedule, technical drivers, major organizational contacts and direction.
- Provide support input to tactical and strategic plans for the enterprise infrastructure applications that balances business need, industry best practices, cost, and alignment with corporate direction for the various disciplines.
- Provide input to the Branding and establishment of policies and objectives consistent with those of the organization to ensure efficient operations to meet business requirements.
- Develop, establish and maintain positive and influential relationships with Script and Scribble managers, peers and business unit customers.
- Perform project requests, assignments and deliverables for platform-specific implementations.
- This includes installation and maintenance of various web server software, the configuration of load balancers, and migration of resource and code changes as needed.
- Operational Support of Enterprise Applications Provide day-to-day support including analysis, debugging and maintenance for large scale enterprise applications utilized across the entire organization.
- Provide analysis, design, testing, debugging, maintenance, and documentation for complex enterprise applications.
- This requires in-depth technical expertise across multiple platforms, operating systems and tools, and of the entire enterprise landscape, which includes hundreds of servers and hundreds of applications.
- Document processes and procedures of implemented changes.
- Ensure applications and systems are maintained, secure and current Supported/ Administered/ Developed 20,000 user 50 terabyte SharePoint 2010/2013 intranet Supported /Administered in a 100,000 user SharePoint 2010/2013 internet farm Created InfoPath 2010 custom forms Designed custom UI's for SharePoint for many of our SharePoint portals Worked with SharePoint 2013 APPs Branding Created custom U/X design Master Page solutions for SharePoint 2010/2013 Branding in SharePoint 2013 Hosted and Provider environment Work with Windows Server 2012 Worked with VM Ware created virtual machines for SharePoint farms.

Education

Bachelors of Science : Industrial/Organizational Psychology Business Lincoln University Industrial/Organizational Psychology Business

Bachelors of Science : Graphic Arts Art Institute of Fort Lauderdale Graphic Arts

Skills

Branding, debugging, delivery, direction, documentation, drivers, forms, management skills, SharePoint, migration, Enterprise, operating systems, organizational, Page, policies, processes, servers, Script, strategic plans, upgrade, VM, web server, Windows Server