

AMELIA MOORE

Sharepoint Administrator

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PROFESSIONAL SUMMARY

Detail-oriented SharePoint Administrator with over 5 years of experience in managing, configuring, and optimizing SharePoint environments. Proficient in user support, site collection management, and implementing best practices for document management. Strong problem-solving skills and a commitment to enhancing collaboration and productivity through effective SharePoint solutions.

WORK EXPERIENCE

Sharepoint Administrator Mar / 2024-Ongoing
Seaside Innovations Santa Monica, CA

- 1. Identified and implemented process improvements to enhance productivity within SharePoint environments.
- 2. Generated standard operation reports to track system performance and user engagement.
- 3. Collaborated with application support teams to troubleshoot and resolve technical issues.
- 4. Utilized SharePoint command line management tools and PowerShell for efficient administration.
- 5. Managed version upgrades and SharePoint migrations to ensure system stability.
- 6. Executed detailed tasks under the guidance of technical leads and project managers.
- 7. Maintained expertise in SharePoint 2010, 2013, and 2016 On-Premise versions.

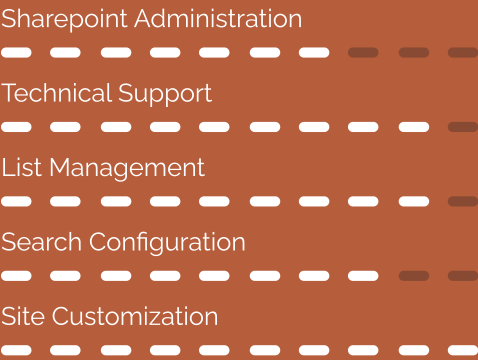
SharePoint Admin Mar / 2023-Mar / 2024
Summit Peak Industries Denver, CO

- 1. Configured HRIS applications to support HR functions, including leave management and training.
- 2. Developed user-specific logins to ensure secure access to HRIS modules.
- 3. Managed user requests for leave applications through the LMS interface.
- 4. Maintained HR policies within the HRIS application for compliance.
- 5. Facilitated trouble ticket management for HR and IT administration.

EDUCATION

Bachelor of Science in Information Technology Mar / 2022 - Mar / 2023
University of Technology Portland, OR
Focused on information systems and technology management.

SKILLS



INTERESTS

- Woodworking
- Star Gazing
- Theatre
- Sports

STRENGTHS

- Teamwork
- Adaptability
- Tenacity
- Humility

LANGUAGES



ACHIEVEMENTS

- Successfully implemented workflow automation, increasing team efficiency by 30%.
- Streamlined site management processes, reducing user support requests by 25%.