Robert Smith

SharePoint Administrator/Developer

CONTACT DETAILS

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PERSONAL STATEMENT

Innovative, results-focused, and performance-driven SharePoint Administrator/Developer, armed with diversified experience and knowledge in networking, installation, graphic design, web design, CMS, and administration. Possess proven expertise in executing routing procedures and troubleshooting various technology complexities; as well as integrating advanced ideas and resolutions. Exemplify excellent customer service and communication skills in dealing with company and client's needs and demands.

WORK EXPERIENCE

SharePoint Administrator/Developer

ABC Corporation - July 2009 – December 2010

Responsibilities:

- Handled client calls and update the client with the details Have taken care and maintain SharePoint user creations and site creations, Have taken care and maintain web parts and site modifications, Have taken Site level Back up and the Portal Level backups. Enforce the importance of continuous improvement.
- Drive the quality improvement process through Six Sigma, JIT concepts & 5WHY analysis.
- Drive supplier performance to meet non-design cost reduction.
- Create LLR (Lessons Learned Report) for the continuous improvement of the process.
- Maintain Daily and weekly KPI (Key performance indicator) as per the process.
- Environment Windows 2003/NT, IIS 4.0, MS Exchange Server 2003, MS SQL Server 2005.
- Created new pages to the organizations existing SharePoint site as directed according to specifics designated by the chain of command.

SharePoint Administrator

ABC Corporation - 2007 – 2009

Responsibilities:

- Gathered a requirement for migrating from SharePoint 2010 to SharePoint 2013 Servers Installed and Configured New SharePoint 2013 Farm.
- Migrated SharePoint 2010 Production Databases from 2010 to SharePoint 2013 Migrated SharePoint sites from On-premises to cloud environments (Office 365) Migrated Collaboration form MOSS 2007 environment to SharePoint 2010 using Metalogix.
- Administering the SharePoint Servers (Production, Development & Testing) Managing user permission in SharePoint based on Active Directory role and responsibilities.
- Developed PowerShell scripts for Installing, Configuring, and Supporting the SharePoint and its dependent farms.
- Enforced Governance Policy for the SharePoint farms using

SKILLS

PowerShell, SharePoint Administration, SQL Database, Active Directory.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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MetalogixControlPoint.

- Resolved tenancy technical issues and monitored Office 365 systems.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelor Of Science - 2006

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