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Objective

Challenging career opportunity where I can continue expanding my experience as a SharePoint Administrator. I also look forward to learning more SharePoint development.

Summary of Qualifications and Accomplishments

- Microsoft Certified Technology Specialist SharePoint 2010: Configuration
- Swift Energy VMVB Award Winner
- Microsoft Certified Technology Specialist MOSS 2007: Configuration
- Microsoft Certified Desktop Support Technician & Microsoft Certified Professional
- CompTIA Network+, Server+ & A+ Certified Technician

Employment History

July 2011-Present **SharePoint Administrator** Foster Wheeler

- Provide front line support for two SharePoint farms and hundreds of users
- Use Track-It! to track end user issues
- Troubleshoot SharePoint related issues
- Handle change migrations from a WSS 3 farm to a 2010 SharePoint farm
- Handle security changes for the various farms
- Create SharePoint Designer custom forms and workflows
- Create new web applications, site collections, etc.

Feb 2011-July 2011 **SharePoint Administrator** ExxonMobil

- Provide front line support for numerous SharePoint farms and thousands of users
- Use Remedy to track end user issues
- Troubleshoot SharePoint related issues
- Handle change management issues related to the SharePoint farms
- Handle security changes for the various farms
- Handle site collection backup and removal as needed

May 2010-Feb 2011 **SharePoint Administrator** Southwestern Energy for their intranet project

- Maintained 4 SharePoint environments including SharePoint software patching
- Architected and created 2 of those environments
- Created a load test program using Visual Studio 2008 to test the environments
- Tested load balance fail over by stopping and restarting Windows services
- Created a change control web application using SharePoint Designer 2007

- This included creating custom form pages, workflows and messages
 - There was an additional step of displaying a status display on the library
- Migrated content from SharePoint 2007 pre-service pack 2 to a new post-service pack 2 farm using the database detach and upgrade method
- Created numerous customized search scopes, content sources, search pages and metadata properties
- Created architectural plan for the new Intranet including network diagrams and time table for the project
- Created knowledge transfer documents for SWN to use after the handover of responsibilities

November 2005-May 2010 **PC Technician III (SharePoint Administrator)** Swift Energy Operating, LLC, Houston, Texas

- Created virtual SharePoint 2010 farm using VMware to create the host and guest servers
- Maintain 2 SharePoint environments including all Windows, SQL and SharePoint patching
- Configured security for both SharePoint environments
- Configured search scopes and customized SharePoint search pages
- Created a document approval web application using SharePoint designer
 - This included custom form pages to filter content according to the approval step
 - It included customized email messages with dynamic links to all relevant tasks
- Created numerous sites and sub sites using the company site template as a base
- Migrated a Windows Shared Services 2 site into a different domain and upgraded it to a SharePoint 2007 farm
- Transferred sites from development to production using the stsadm command line in a batch file
- Corrected broken web parts and links after site moves
- Taught end user and site owner classes after the new sites went online
- Wrote some of the training material for the end user and site owner classes
- Created customized records center to allow multiple ways to mark files as records
- Created customized workflows to help move files to the correct records center library according to the retention schedule
 - The workflow included the logic to determine where the file belonged
 - It also included sending a customized notification to the records department so they could verify the retention
 - Created custom data view web parts as part of the application
- Created SQL maintenance plans
 - Used SQL Management Studio wizard to create daily-weekly back up plans
 - Used SQL scheduled scripts to remove old records for audit table
- Arranged a new printer service and supplies contract
 - Interviewed vendors
 - Acquired an approved legal contract
 - Saved Swift Energy hundreds of dollars in the first year