

Rana Bishai

Microsoft Exchange Administrator

Dedicated Microsoft Exchange Administrator with 1 year of experience in managing and maintaining Exchange server environments. Proficient in executing server migrations, troubleshooting issues, and ensuring optimal performance. Adept at implementing security measures and collaborating with cross-functional teams. Committed to staying current with the latest technologies and best practices in Exchange administration to provide exceptional support and enhance organizational productivity.

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1234 Evergreen Terrace, Seattle, WA 98101

Education

Bachelor of Science in Information Technology with a focus on Microsoft Exchange Administration at University of Washington, Seattle, WA

Aug 2018 - May 2022

Relevant Coursework: Network Administration, Cybersecurity, Systems Analysis and Design, Database Management, Cloud Computing, IT Project Management, Windows Server Administration, Microsoft Exchange Administration and Configuration, and PowerShell Scripting.

Links

[linkedin.com/in/ranabishai](https://www.linkedin.com/in/ranabishai)

Skills

PowerShell

ActiveSync

DAG Management

RBAC Configuration

EAC Proficiency

Employment History

Microsoft Exchange Administrator at Microsoft Corporation, WA

Mar 2023 - Present

- Successfully migrated 50,000+ mailboxes from on-premises Exchange Server to Office 365 within six months, resulting in a 30% reduction in server maintenance costs and a 99.9% uptime for email services.
- Implemented advanced security measures for Microsoft Exchange, including multi-factor authentication and Data Loss Prevention policies, reducing unauthorized access incidents by 70% and mitigating potential data breaches.
- Streamlined the Exchange Server infrastructure by consolidating 100+ mailbox databases into 25, leading to a 40% reduction in storage requirements and a 20% improvement in overall system performance.

Junior Microsoft Exchange Administrator at Slalom Consulting, WA

Sep 2022 - Jan 2023

- Successfully migrated 500+ mailboxes from on-premises Microsoft Exchange Server to Office 365, achieving a 99.5% success rate and reducing overall infrastructure costs by 20%.
- Implemented and optimized Exchange Server 2016 for a mid-sized organization, resulting in a 30% increase in email system performance and reliability.
- Developed and executed a comprehensive disaster recovery plan for Exchange Server, leading to a 50% reduction in data loss incidents and a 75% improvement in recovery time objectives.

Certificates

Microsoft Certified: Messaging Administrator Associate

Jan 2022

Microsoft 365 Certified: Enterprise Administrator Expert

Feb 2020

Memberships

Microsoft Certified Professional (MCP) program