

Lelah Sykora

Sharepoint
Administrator

Details

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Profile

Sharepoint Administrator with 1 year of experience in managing and maintaining SharePoint environments, ensuring optimal performance and user satisfaction. Proficient in site creation, permissions management, and customization of features. Adept at troubleshooting issues, providing training to end-users, and collaborating with cross-functional teams. Demonstrates strong communication skills and a commitment to continuous improvement.

Employment History

SharePoint Administrator at Oregon Health & Science University, OR

Mar 2023 - Present

- Successfully migrated over 5000 files and 200 team sites from legacy systems to SharePoint Online, improving data accessibility and collaboration across multiple departments.
- Streamlined the document management process by implementing a metadata-based system, resulting in a 30% reduction in time spent searching for files and increased productivity across the organization.
- Trained over 150 employees on SharePoint best practices, boosting user adoption rates by 40% and enhancing overall efficiency within the university.
- Implemented a robust security model for SharePoint, mitigating risks and ensuring compliance with HIPAA regulations, leading to a 25% decrease in potential security incidents.

Junior SharePoint Administrator at Cambia Health Solutions, OR

Sep 2022 - Feb 2023

- Successfully migrated 150+ sites from SharePoint 2013 to SharePoint Online, resulting in a 30% reduction in server maintenance costs and improved accessibility for remote users.
 - Implemented a new permission management strategy for over 200 SharePoint sites, reducing the time spent on manual permissions management by 50%.
 - Developed and delivered comprehensive SharePoint training sessions for over 300 employees, leading to a 25% increase in user adoption and productivity.
 - Streamlined internal communication processes by designing and implementing a company-wide SharePoint intranet portal, which reduced email overload by 40% and improved collaboration among teams.
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Education

Bachelor of Science in Information Technology with a focus on SharePoint Administration at Oregon State University, Corvallis, OR