

[Full Name]

[City, State] | [email@example.com] | [+1 (555) 555-5555] | [LinkedIn URL]

PROFESSIONAL SUMMARY

Experienced **Systems Administrator** with [X+] years of hands-on expertise managing Windows and Linux server environments, virtualization platforms, and enterprise networking. Proven track record of improving **infrastructure reliability, security, and performance** through automation, monitoring, and best practices. Adept at supporting mission-critical applications, troubleshooting complex incidents, and collaborating with cross-functional teams. Focused on **scalable, secure, and well-documented** IT operations in hybrid on-premises and cloud environments.

EXPERIENCE

[Senior Systems Administrator] | [Mid-Size Technology Company]

[MM/YYYY] – [Present] | [City, State]

- Administer and optimize a mixed **Windows Server / Linux** environment of [X+] virtual machines on [VMware/Hyper-V], improving system uptime to [99.9%+] through proactive patching, capacity planning, and HA configuration.
- Implement and maintain centralized **monitoring and alerting** using [Zabbix/Prometheus/Nagios] and log aggregation with [ELK/Graylog], reducing mean time to resolution (MTTR) for critical incidents by [30–40%].
- Design and enforce **security hardening** standards (firewall rules, CIS benchmarks, least-privilege access, MFA, and patch management) across servers and network devices, cutting high-risk vulnerabilities by [X%] as measured in [vulnerability scans/tool].

[Systems Administrator] | [Enterprise Services Organization]

[MM/YYYY] – [MM/YYYY] | [City, State]

- Managed **Active Directory, DNS, DHCP, and Group Policy** for [X,000+] user accounts, streamlining onboarding/offboarding and reducing account-related service desk tickets by [20–30%] through standardized procedures.
- Deployed and maintained **backup and disaster recovery** solutions using [Veeam/Commvault/Backup Exec], achieving [RPO/RTO] targets and successfully validating restore procedures during scheduled DR tests.
- Automated routine administrative tasks (user provisioning, patch deployment, log cleanup, configuration checks) with **PowerShell/Bash** scripts, saving approximately [X] hours per month and reducing configuration drift across environments.

EDUCATION

[Bachelor of Science in Information Technology] | [University Name]

[MM/YYYY] – [MM/YYYY] | [City, State]

- Relevant coursework: [Network Administration], [Operating Systems], [Information Security], [Database Management].

[Professional Certifications] | [Issuing Organizations]

[MM/YYYY] – [MM/YYYY]

- [CompTIA Network+], [CompTIA Security+], [Microsoft Certified: Windows Server/Azure Administrator], [Red Hat RHCSA] (list those that apply).

SKILLS

- Systems & Platforms:** [Windows Server (2016/2019/2022)], [RHEL/CentOS/Ubuntu], [Active Directory], [Group Policy], [DNS/DHCP], [File/Print Services].
- Virtualization & Cloud:** [VMware vSphere/ESXi], [Hyper-V], [Microsoft Azure], [AWS EC2/VPC], [storage management (SAN/NAS)].

- **Networking & Security:** [TCP/IP], [VLANs], [VPN], [firewalls], [RADIUS], [SSL/TLS], [patch management], [endpoint protection] and [vulnerability remediation].
- **Automation & Tools:** [PowerShell], [Bash], [Ansible], [configuration management], [Git], [CI logs integration], [scripting for routine admin tasks].
- **Monitoring & Backup:** [Nagios/Zabbix/Prometheus], [ELK/Graylog], [Veeam/Commvault], [backup scheduling], [restore testing], [capacity and performance tuning].
- **Documentation & Process:** [runbook creation], [infrastructure diagrams], [change management], [ITIL-aligned incident and problem management].
- **Soft Skills:** [analytical troubleshooting], [stakeholder communication], [prioritization under pressure], [collaboration with Dev/Support teams], [customer-focused mindset].

PROJECTS

[Data Center Virtualization & Server Consolidation] | [Internal Infrastructure Project]

[MM/YYYY] – [MM/YYYY]

- Led migration of [X] physical servers to a consolidated **VMware/Hyper-V** cluster, reducing hardware footprint by [X%] and improving resource utilization through optimized CPU, memory, and storage allocation.
- Implemented **high availability and failover** strategies, including clustered services and shared storage, significantly reducing unplanned downtime for critical business applications.

[Enterprise Monitoring & Alerting Implementation] | [Cross-Department Initiative]

[MM/YYYY] – [MM/YYYY]

- Designed and deployed a centralized **monitoring and logging** solution using [Zabbix/Nagios + ELK], integrating servers, network devices, and key application endpoints.
- Created standardized dashboards and alert thresholds, enabling the IT team to detect and respond to issues before user impact and contributing to a [X%] decrease in severity-1 incidents over [time period].