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# BACKUP ADMINISTRATOR RESUME

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## Career Objective:

Looking for a Backup Administrator position within your organization on a full time basis to also help the organization with my experience.

## Summary of Qualifications:

- Hand-on experience in providing backup to applications such as Oracle, Exchange and Microsoft SQL
- Sound knowledge to create backup for enterprise environments such as Veritas NetBackup
- Profound knowledge of Unix, Linux and Windows
- Ability to adapt to the various new upgrades
- Ability to maintain backup and disaster recovery plans
- Proficient in providing technical and operational support
- Familiarity with the Disaster Recovery and Continuity planning
- Good organizational and communication skills

## Work Experience:

Backup Administrator, November 2007 – Present  
Secure-24, Inc., Acworth, GA

- Maintained backup data for a 24x7 office.
- Reviewed the backup data regularly to ensure that it is successfully stored.
- Assisted in the on-call rotation to enable the efficient storage of back up data.
- Managed the configuration of the servers and maintained the hardware.
- Administered and participated in the back up recovery drill, ensuring the presence of the backup data in the system.
- Developed and maintained the process of data backup according to the industry standards such as SLA.

Backup Administrator, December 2001 – October 2007  
Harris Corporation, Acworth, GA

- Installed the Veritas NetBackup on a number of operating systems such as Windows and Red Hat Linux.
- Prepared documentation of the net backups.
- Assessed the back up by troubleshooting the system, upgraded the system with patch according to the requirement.
- Developed new clients and added some to the existing ones.
- Maintained the everyday backup for recovery by the automated process.

## Education:

Bachelor's Degree in Computer Science, Jacksonville State University, Jacksonville, AL

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