Teresa Albright

Systems Administrator

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SUMMARY

Systems administrator with 6 years supporting Windows Server and Linux environments of 150+ servers across manufacturing and insurance. Led a VMware-to-Hyper-V migration covering 60 VMs with no production downtime, and automated patch management across 150 servers, cutting critical vulnerabilities from 40 to 3 a quarter. Known for calm handling of after-hours outages.

EXPERIENCE

Systems Administrator — Granite Ridge Manufacturing

Indianapolis, IN · Mar 2022 – Present

- Administer a mixed environment of 150 Windows Server and Linux VMs across 3 data centers and a primary AWS account, maintaining 99.95% uptime over the past 2 years.
- Led the migration of 60 production VMs from VMware to Hyper-V over 4 months, completing all cutovers during scheduled windows with zero unplanned downtime.
- Automated patch deployment with WSUS and Ansible across 150 servers, cutting unpatched critical vulnerabilities from an average of 40 to 3 per quarter.
- Rebuilt the Active Directory group policy structure for 400 users, removing 90 unused policies and cutting login times by 20 seconds on average.
- Set up and tested a disaster recovery runbook for the ERP database server, restoring a full environment in 50 minutes during a scheduled failover drill.

Junior Systems Administrator — Pinecrest Mutual Insurance

Fishers, IN · Jun 2019 – Feb 2022

- Supported 80 Windows Server instances and 300 end-user workstations, resolving an average of 35 help desk escalations a week within SLA.
- Migrated email for 220 users from on-premises Exchange to Microsoft 365, completing the cutover over a weekend with no data loss.
- Wrote PowerShell scripts to automate new-hire account provisioning, cutting setup time per employee from 45 minutes to 5.
- Monitored backup jobs across 80 servers using Veeam, catching and fixing 3 failed backup chains before they would have affected a recovery.

SKILLS

Server Platforms: Windows Server 2016-2022, Red Hat Enterprise Linux, Ubuntu Server

Virtualization & Cloud: VMware vSphere, Hyper-V, AWS (EC2, S3, IAM), Azure VMs

Identity & Automation: Active Directory, Group Policy, PowerShell, Ansible, WSUS

Backup & Monitoring: Veeam, SolarWinds, Nagios, Microsoft 365 administration

CERTIFICATIONS

CompTIA Server+, 2021

Microsoft Certified: Azure Administrator Associate, 2023

EDUCATION

B.S. Information Systems, Indiana University–Purdue University Indianapolis, 2019

Fictional example by FindAJobAI: the person, employers and numbers are invented.