

Supporting Artifact

IT Administrative Teams Channel

Skill Demonstrated: Project Coordination

Professional Role: Senior IT Administrative Coordinator

Initiative

I created and organized a dedicated IT Administrative Teams channel to centralize access to the information and resources used to support daily IT administrative operations. Rather than duplicating documents, the channel provides a structured central location for vendor information and direct links to frequently used documentation maintained in the firm's Document Management Systems (DMS).

Key Contributions

- **Created and structured** a centralized Teams workspace for IT administrative activities and resources
- **Organized vendor information**, including vendor names and appropriate contact information, so key relationship information could be readily accessed by the IT team.
- **Created direct links to frequently used DMS resources**, including standard operating procedures, accounting forms, and other documentation used in daily operations.
- **Established a consistent navigation structure** that allows IT personnel to quickly locate documentation without searching through the DMS independently.
- **Connected related resources and processes** within a single workspace, improving access to information needed across ongoing administrative activities
- **Supported knowledge continuity** by centralizing access to operational information and reducing reliance on individual employees' knowledge of where resources are located.

Skills Demonstrated

This initiative demonstrates my ability to coordinate information, resources, and processes to support organizational objectives. Creating the channel required me to identify the information most frequently needed by IT administration, organize resources logically, and develop an accessible structure that connects employees to the appropriate documentation and vendor information. It also demonstrates my ability to improve workflows by reducing unnecessary time spent locating frequently used resources.

Outcome

The IT Administrative Teams channel created a centralized access point for vendor information and frequently used operation documentation. By connecting users directly to authoritative resources stored in the DMS, the channel improved the accessibility and organization of

information used in daily IT administrative operations while maintain a consistent source for official documentation.

This supporting artifact summaries professional experience. Confidential company, vendor, contact, system, and organizational information has been intentionally omitted.