

RINA WATANABE

IT Administrator | Identity & Access Management • Systems Administration • Infrastructure

PROFESSIONAL SUMMARY

IT professional with 3+ years across systems administration, identity and access management, and infrastructure operations. Skilled in Active Directory, Microsoft Entra ID (Azure AD), Microsoft 365, endpoint management, and enterprise migrations, with a proven record of automating user provisioning, enforcing secure access, and delivering multi-site IT projects on time across distributed organizations.

PROFESSIONAL EXPERIENCE

IT Administrator

Oct 2025 – Present

Toyota Racing Development | Costa Mesa, CA

- Administer Microsoft 365 and Microsoft Entra ID (Azure AD) alongside on-premise Active Directory, managing user lifecycle, security groups, and role-based access across a multi-department organization.
- Automated new-user provisioning and new-hire onboarding in Active Directory, standardizing secure account creation and significantly reducing manual setup time.
- Led full enterprise cloud storage migration from Box to Google Drive as Google Workspace Administrator, scripting transfers with rclone and robocopy while driving change management across all departments.
- Delivered a multi-site technology upgrade of 12 conference rooms across California, coordinating AV installation, hardware configuration, network connectivity, procurement, and vendor delivery end to end.
- Executed a DFSR network file server migration with zero data loss, coordinating stakeholders to protect data integrity and minimize operational downtime.
- Contributed to a company-wide AI usage policy and integrated DocuSign into Google Workspace to enable secure digital-signature workflows organization-wide.

IT Specialist

Sep 2024 – Oct 2025

Terumo Neuro | Aliso Viejo, CA

- Deployed 1,000+ devices using Microsoft SCCM, standardizing software configuration, patch compliance, and security baselines across the enterprise.
- Administered user accounts, security groups, and permissions in Active Directory and Microsoft 365, enforcing access control and security compliance.
- Integrated 25 Power BI reports into Dynamics 365 (ERP/CRM), managing data access for 9,000+ users and supporting data-driven operations.
- Resolved 200+ technical issues monthly through the IT ticketing system, sustaining high reliability and user satisfaction across distributed global teams.

IT Specialist, Women in CSE Association

Jan 2022 – Dec 2023

California State University, Fullerton | Fullerton, CA

- Streamlined asset tracking systems, cutting equipment retrieval time by 20% and improving inventory accuracy.
- Proactively monitored servers and system health, improving reliability by 25% through early detection and preventive maintenance.

EDUCATION

B.S. Computer Science

May 2023

California State University, Fullerton | Fullerton, CA

TECHNICAL SKILLS

Active Directory • Microsoft Entra ID (Azure AD) • Microsoft 365 • Identity & Access Management (IAM) • Conditional Access • MFA / SSO • Group Policy • Windows Server • Microsoft SCCM • MDM / MAM • Endpoint Management • Google Workspace Admin • Dynamics 365 (ERP) • Power Automate • SharePoint • PowerShell • SQL • Python • Network Security • Asset Management • IT Project Coordination • Change Management • ServiceNow / Ticketing • Technical Documentation • Windows 10/11 • macOS • Linux