

## INFORMATION TECHNOLOGY CONSULTANT

### Career Overview

Accomplished information technology professional with over 18 years of diverse technology, process analysis, project management, and information management experience. Proven ability to successfully implement technology solutions, stay within time and budget constraints, and improve efficiency through proper risk management, task coordination, and resource utilization. Core Competencies Project Management Systems / Network Reporting Proposal Development Web Design & Development SOP & Policy Writing Systems & Process Consulting Document Management Technically-advanced information technology specialist successful in software administration and data communications. Experienced Computer Systems Analyst with diverse industry experience in banking, healthcare, insurance and government. Professional expertise includes systems applications, disaster recovery planning and information protection analysis.

### Qualifications

Microsoft Windows (7, 8, 2012), Apple Mac (OS 7 - X, OS X Server, iOS), Unix/Linux (Ubuntu, Red Hat, CentOS, FreeBSD, SmoothWall Express)

Server/Web Software: MS Exchange, MS SharePoint, MS IIS, MS Hyper-V, Apache, WordPress, CloudFlare, Documentum, CoreDossier, Oracle Workflow, DavMail HTML5, CSS, PHP, JavaScript, Java, XML, C++, Microsoft Visual Basic

Applications: Adobe CS6 (Acrobat, Photoshop, Illustrator, InDesign, Dreamweaver, Premiere, Flash, After Effects, Fireworks), MS Office, MS Project, Office 365 MySQL, MS SQL, MS Access, Oracle 11i, Sage ACT!

- Hardware: Dell, HP, IBM, Cisco, SonicWall, NetGear, FortiGate Programming and design skills
- Optimizing and performance tuning
- Document management
- Web content management

Web content management

Information security

Content management systems

### Accomplishments

#### *Print Graphic Support*

- Collaborated with marketing and business development groups for collateral needs by creating page layout designs for flyers, data sheets, CD covers and other printed materials.

#### *Requirements Analysis*

- Completed business requirements analysis including the evaluation of systems specifications for client Web site two weeks ahead of deadline.

#### *IT Training*

- Successfully trained 25 employees to use new operating system.

#### *Project Management*

- Managed complex BI/DW deployment programs, facilitating acquisition of business requirements.
- Prepared design specifications, developed reporting and analytics, tested and managed user adoption.

### Work Experience

Information Technology Consultant

January 2003 to Current Company Name i¼ City , State

- Senior-level consultant and manager of IT systems and projects with over 10 years experience.
- Practiced successful design, administration, and development of business critical information systems for small to medium business clients onsite or via remote access technologies.
- Web designer, developer and hosting administrator for over 30 client domains, sites, and email.
- Consistently recommend, implement, and customize internal or cloud-based technology systems to fit client business processes.

- Facilitate and develop email, file, database, mobile, and web-based systems to meet client business needs.
- Achieved increase in client's customer exposure by launching marketing and corporate branding campaigns including logo and website design and development, SEO, Google AdWords, and social media Created and maintained procedures for hardware and software maintenance, migration, upgrades, and end-of-life Implementation and management of all high-level business technology projects Senior-level technical contact for client computer, network, server, and cloud-based systems Operations and technical specialist for consulting firm's business-critical systems Worked closely with clients to analyze IT system requirements, clients information technology needs and their resources in order to plan IT projects and fulfill clients expectations Developed IT system specifications after evaluating customer's nature of work and business volume Solved clients IT issues - Determined changes, recommended quality software, projected modifications of software, hardware and networking.
- Monitored the execution of strategies, kept up to date with the new technology and researched latest Information technology market trends.
- Assisted clients with IT solutions; prepared written reports on solutions offered.
- Recommended the purchasing of new IT systems, presented new IT features/software and reported project progress to the management.

Prepared and presented technical proposals for clients. Designed, documented and executed maintenance procedures, including system upgrades, patch management and system backups.

#### Systems & Document Administrator

January 1998 to January 2003 Company Name 1/4 City , State

- Key senior-level member of the information systems team with a variety of duties including project management, document management and publishing, web design, print design, user training and systems administration.
- Promoted within two months of hire, again within the first two years and lastly promoted to a newly developed position.
- Achieved first global electronic submissions to regulatory agencies by implementing and validating an electronic document management and publishing system as the primary systems administrator, developer, and project technical leader.
- Resulted in NDA submission to the FDA ahead of target deadline saving millions in revenue.
- Implemented and maintained application servers supporting secure Internet communications and business critical systems.
- Created standard operating procedures, policies, development plans, disaster recovery, and other technical documentation in compliance with FDA requirements Project technical lead for company ERP system, several ongoing department projects and managed temporary and part-time employees and consultants Webmaster and graphic designer for Internet and intranet sites, print advertising, multimedia, and presentation projects Maintained Mac desktop computers and software supporting DNA Sequencer and robotic systems.

#### Education and Training

Bachelor of Science : Information Technology , July 2016 University of Phoenix

Information Technology[Number] GPA

#### Skills

ACT!, Adobe, Acrobat, After Effects, Photoshop, Premiere, Apache, branding, business processes, C++, Cisco, Hardware, consultant, consulting, CSS, client, clients, Database, Dell, disaster recovery, document management, Documentum, Dreamweaver, email, ERP, features, Fireworks, Flash, FreeBSD, graphic designer, HP, HTML5, IBM, Illustrator, InDesign, information systems, Information technology, MS IIS, Internet communications, Java, JavaScript, Languages, Linux, logo, Mac, Apple Mac, marketing, market, access, MS Access, MS Exchange, MS Office, Office, MS Project, Microsoft Windows, migration, multimedia, MySQL, network, networking, Operating Systems, OS, OS 7, Oracle, developer, PHP, policies, print advertising, print design, progress, project management, purchasing, quality, Express, Red Hat, robotic systems, Sage, servers, MS SQL, systems administration, user training, technical documentation, Unix, upgrades, Microsoft Visual Basic, website design and development, Web designer, web design, Webmaster, Workflow, written, XML