

## Education

**Bachelor of Arts: Computer Science. Indiana University** -- Concentrations in information systems design and technical writing. Two additional years spent as Business/Finance Major.

## Employment History

### Summary

Over 25 Years Total IT Experience

BA/PM: 12 years  
Developer: 10 years  
Network Admin: 5 Years

8 years management  
5 years consulting  
4 years entrepreneur

### Tools

MS Office, Visio, Balsamiq, Confluence, Jira, Adometry, Omniture, Google Analytics, Microsoft Project, SharePoint

### Languages

C#, C++, Visual Basic, ASP, PHP, AutoIT, HTML, JavaScript, Ruby, Gherkin

### Servers / Platforms

SQL, Access, JQuery, Ajax, MySQL, FoxPro, IIS, COM/MTS, Rails, Cucumber

### Vertical Industries

Healthcare/Insurance, CRM/Salesforce Automation, Government, Entertainment, Printing, Social Media, SEO, Marketing/Advertising, Education, Custom Software Development

### May 2017 to Present

**(Multiple Contracting Agencies)** Indianapolis, Indiana  
*(Multiple Contract Positions)*

- Assist with assessment, analysis, and prioritization of \$250 million infrastructure project portfolio for cost justification, risk mitigation, business impact, and compliance with corporate architecture standards and FISMA/NIST 800-53/FIPS PUB 200 requirements. Developed RFPs and coordinated project goals and tasks between multiple project teams, vendors, and business stakeholders.
- Converted, scrubbed, and migrated data from ABB Ellipse ERP to new Microsoft Dynamics AX implementation. Recommended improvements to business processes affected by Dynamics implementation. Formalized and documented existing business processes.

### June 2018 to Present

**Harrison College.** Indianapolis, Indiana  
*Academic Advisory Board Member – Information Technology Department*

### March 2015 to February 2017

**Key Benefit Administrators.** Indianapolis, Indiana  
*Technical Business Analyst*

- Assisted in creation/establishment of new PMO department.
- Document business and technical requirements for projects. Work with developers to design, document, and recommend solutions. Suggest design changes to accommodate requirements when applicable.
- Performed cost/benefit analyses on all project requests for presentation to senior management. Ensure all solutions meet business strategic goals.

### February 2013 to January 2015

**Quest Information Systems.** Indianapolis, Indiana  
*Project Manager / Business Analyst*

- Led project to develop a SharePoint-based solution for tracking regulatory-related documents through approval processes for state government.
- Key member of project to design and build mobile website and mobile app for the State of Indiana's voter registration system.
- Key member of team to evaluate, implement, and verify use of electronic poll books at multiple Indiana voting centers. Assisted with design of integration system with existing voter registration software. Worked with vendors to ensure compliance with state voting laws and technical system requirements.

### **June 2012 to January 2013**

**Galvin Technologies.** Indianapolis, Indiana

*Support Manager, Business Analyst, Internet Marketing Specialist*

- Provided monthly SEO analyses and web traffic reports to select clients. Evaluated current content marketing strategies and recommended changes.
- Maintained client social presence on websites and social networks via ghost blog posts, social media posts, press releases, forum participation, and blog commenting on related sites.
- Managed all customer support calls and client relationships. Coordinated all support-related projects through development and implementation.

### **June 2011 to April 2012**

**ChaCha Search, Inc.** Carmel, Indiana

*Technical Business Analyst*

- Key member of Powered By/Widget development team in design and specification of a portable applet for partner web sites.
- Served as key member of the implementation and quality team in support of ChaCha's integration with Dextera's IRIS Android application. Made recommendations to content and engineering teams to improve performance and raise quality to meet user and business expectations.
- Managed affiliate traffic quality and made recommendations for site optimization and business process changes using metrics and thresholds taken from Adometry and Ominture for a ComScore Top 50 web site.

### **August 2006 to June 2011**

**The Jackson Group** - Marketing Communications. Indianapolis, Indiana

*Technical Services Manager, Project Manager / Business Analyst*

- Managed a staff of AS-400 operators, network analysts, and help desk technicians.
- Worked with QSA and security consultants and led technical team to bring physical network and internal processes into compliance with PCI Level One specifications.
- Administered and maintained a 30-server network and a hybrid Cisco/Nortel routing and switching environment providing data services to thousands of ecommerce users across two-dozen stores.
- Worked directly with clients during discovery phase of projects. Performed requirements gathering and workflow analysis. Set expectations and metrics for success criteria. Produced all design artifacts.
- Designed and built a web-based ticketing application that stores event and venue details, tracks tickets sales and seat assignments, generates event management reports, and integrates with ecommerce site.

### **May 2002 to August 2006**

**The 2MI Group** – Custom Software Development. Columbus, Indiana.

*IT Manager / Co-Owner*

- Managed on-site and off-shore development teams and provided overall technical vision and strategy for a small startup company. Acted as primary sales engineer during technical demonstrations and presentations.
- Designed and managed development of a criminal case management system for a major metropolitan drug taskforce in the state of Indiana.
- Designed and built web-based business management suite including calendar, contact management, marketing and salesforce automation, and project management tools.

- Key developer in project to build a web-based sales quote management system for a large nation-wide marketing company. System tracks proposals through the sales cycle, computes discounts, notifies managers when approvals are required, and integrates with Salesforce.com.

#### **May 2001 to May 2004**

**Integrated Network Strategies** – IT Consulting. Carmel, Indiana

*Consultant*

- Designed and built time tracking and priority management software for national service organization.
- Designed and built open house web site for large realty organization.
- Designed and built on-line registration system for two local sports organizations.
- Designed and built custom functionality for clients using IAS Visual AccountMate.
- Provided server, network, custom application development, and desktop support for over a dozen clients.

#### **May 1999 to May 2001**

**ConTech, Inc.** – Remote Systems Management. Carmel, Indiana

*Systems/Network Analyst*

- Responsible for all internal computer and network operations for company.
- Designed and developed in-house CRM, financial, and business management systems.
- Implemented and administered Unicenter AHD help desk system for call center and integration with in-house business management software.

#### **February 1998 to April 1999**

**Suburban Health Organization** – Physician Organization. Indianapolis, Indiana

*Systems/Network Analyst*

- Administered three-site WAN and dedicated connections to partner hospital organizations.
- Helped to implement and integrate EDI system with existing data warehouse.
- Developed ad-hoc reporting and analysis tools as needed.

#### **February 1996 to January 1998**

**Community Hospitals Indianapolis** -- Indianapolis, Indiana

*Server Support Analyst*

- Administered four-server network and provided desktop support for 125 users.
- Administered departmental data warehouse.

#### **September 1992 to February 1996**

**SayTech Corporation** – Interactive Educational Software. Indianapolis, Indiana

*Software Developer*

- Designed and developed remote multimedia training and presentation system used by over a dozen local schools.
- Served as technical contact during sales cycle and provided post-sales technical support.