

SHAREPOINT INTERACTION DESIGNER/DEVELOPER

9 years of experience as a SharePoint Business Intelligence Analyst, 6+ year SharePoint developer, including SharePoint requirements, site development, issue assessment and resolution, user training, Sharepoint adoption.

- Led and executed migration of up to 15 team sites to new site collection.
- SharePoint developer for up to 275 team sites across Wells Fargo footprint
- Train internal stakeholders in SharePoint best practices to best optimize SharePoint capabilities in support of their business needs and optimal user experience.

SHAREPOINT EXPERTISE

SharePoint 2013 and 2016

Site Development & Support

Process Documentation

Microsoft Office Suite

Solution Design

SharePoint Designer

Permissions Management

User Training & Adoption

List and Library Optimization

ShareGate Desktop

Project Management

Stakeholder Communications

PROFESSIONAL EXPERIENCE

Wells Fargo Bank, San Francisco, CA

SharePoint Developer (Strategic Execution & Operations)

9/10/2018 - present

- Responsible for SharePoint 2013/16 site development ensuring consistent Brand design, List and Libraries, Sharepoint Designer Workflows, Permissions Management, Tier 1 User Support, and issue resolution.
- Permission/site reports, content/site migration utilizing ShareGate Desktop software (sharegate.com/products/sharegate-desktop)
- SharePoint list/forms optimization utilizing Dynamic Forms For SharePoint (spjsblog.com/dffs)
- User Training & Adoption - Work with internal stakeholders, demonstrating SharePoint solutions for business needs.
- Support users across all Wells Fargo regions in the continental U.S.

SharePoint Developer (Wholesale Banking)

2014 - 2018

- SharePoint 2010/13 site development and administration for over 300 sites, user support, issue resolution for Global Banking and Global Expansion teams.
- Partnered with Global Expansion team's Communications Director on planning, development and build of Global Banking's communications intranet site.

- Coordinated with Wholesale SharePoint Support for scheduled site Collection maintenance and upgrades.
- Communicated changes to SharePoint environment during migration from Sharepoint 2010 to 2013.
- Project Management and Developer, collaborating with onsite and remote users within the Global Banking footprint (Europe, Americas and Asia), on site requirements, design, and builds.
- Collaborated with team management on content guidelines.

Business Process Analyst (Enterprise Data and Analytics) 2012 - 2014
(reorganization)

- Analyst of business process needs and solutions utilizing existing systems and capabilities.
- Project Manager and Lead for new system research and feasibility studies, including. Requirements Definition Document data gathering reports.
- Point of contact for Enterprise Data and Analytics SharePoint site.
- Management of legacy Change Management system (Best Practical Solutions - bestpractical.com).

Project Manager (Digital Channels Group) 2009-2012

- Project Manager for multiple Teradata database projects, including project definition document, resource planning, SIT and UAT scheduling.
- User communications with teams and business partners
- Administrator and point of contact for third-party Id Request Tracker/Change Management system (Best Practical Solutions - bestpractical.com).
 - Coordinated with Best Practical Solutions on maintenance and upgrades (installation of Change Management system).
- Collaborated with partner teams for online training recordings utilizing online training/recording tool (SABA - saba.com/products/learning).
 - Updated SharePoint site with proper links to online training.

Group Administrative Assistant (Internet Services Group) 2002-2009

- Responsible for office management, offsite planning, event communications, expense management, General Ledger reconciliation.

EDUCATION & TECHNICAL CERTIFICATIONS

San Francisco State University, San Francisco, CA

Bachelor of Arts, European History

University of California Berkeley Extension, Berkeley, CA

Certificate in Project Management

Learn iT, San Francisco, CA

SharePoint Site Collection and Site Administration - Power User

MEMBERSHIP

San Francisco SharePoint User Group