Joshuah Schmitz

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# Objective

| IT Professional looking for a position to apply five years SharePoint experience combined with twelve years web design and development experience in a research and development environment to create solutions that create, support, and innovate business processes. |
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# Skills & Abilities

| SharePoint - Website, List, Library, Security, PowerAutomate, HTML/CSS, JavaScript, PHP  Web Design – Responsive Design, Content Management, SEO, UI/UX, API Integration  Graphic Design – Website/UI, Logo, Info-graphic, Typography, Web-optimized Images  IT Leadership – Contracts, Policy Development, Process Improvement, Management  Project Management – Scope & Deadline, Feasibility & Project Spec Analysis  Microsoft – Word, Excel, PowerPoint, Outlook, Access  Development – Agile, Database Design, Inheritance, Quality Assurance, Documentation, SSIS  Database – DB Design, Table Relationships, Complex Data Queries, SQL |
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# Experience

| 2021-present | IT Systems Specialist, North Homes Children & Family Services   * Streamlined IT processes and managed relationships with our Managed IT partner using knowledge of combining business process improvements with technology solutions. Developed IT intranet site, documented IT processes, policies, and equipment inventory, and streamlined business processes using SharePoint and PowerAutomate. |
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| 2017-2020 | Application Analyst I & II, Essentia Health   * Supported multiple business systems as Subject Matter Expert by analyzing issues, updates, and system enhancements as well as developing technology solutions to solve business problems. Developed and maintained SharePoint systems with PowerAutomate integrations. |
| 2015-2017 | Senior Enrollment & Eligibility Representative, United Healthcare   * Supported FSA customers by processing FSA eligibility files, automating the FSA process, and correcting member issues. Developed a database to translate and process ACA State Exchange files. |
| 2014-2017 | Founder & Designer, Silver Oak Creative   * Founded a Consulting Firm that specializes in Online Presence, Web Design, and Graphic Design. I formulate a plan for creative direction that businesses can take to increase their online presence, improve their company brand, and modernize their graphic and website designs; then I execute it. |
| 2012-2014 | Web Designer, Freelance Web Design   * Designed, developed, or updated text and media content on websites for clients using * Duluth Bible Church - Implemented responsive website design for Duluth Bible Church (www.duluthbible.org) and Grace Gospel Press (www.gracegospelpress.com), migrated content, and installed tools to manage newsletter articles, online audio and video content, and bookstore using WordPress. * Anderson Furniture Company - Redesigned Anderson Furniture’s website, (www.andersonfurniturecompany.com), to incorporate a modern visual design, search engine optimization, an adaptive design, and human readable content. * Duluth Pottery - Implemented an image gallery and updated content for Duluth Pottery website, (www.duluthpottery.com), through WordPress content management system. * Living Off Grid - Updated Eric Johnson’s website, (www.livingoffgrid.net), by standardizing the content format and testing website links and functionality. * After Hours Computer Repair - Developed a Web based in-home computer repair Ticketing and Tracking system that allowed dispatchers to take phone calls by priority, get location and issue information, create a ticket and assign it to a technician, alert the technician by text of the ticket, and allow the technician to track the status of the home visit all the way through to billing, which was generated at the close of the ticket and sent to the customer. This development included the back-end database, the visual design, and the code functionality. |
| 2013-2014 | Web Developer Intern, Faulkner Media Group   * Implemented responsive design into FMG proprietary content management system and created a style guide and CSS/JavaScript insertion tool. |
| 2011 | Facebook Application Developer, The College of St. Scholastica   * Created a Facebook application for the College of St. Scholastica’s Admissions Office to attract and help prospective students with information about attending the College of St. Scholastica. |
| 2010-2011 | Teaching Assistant – Web Design & Server-Side Programming, The College of St. Scholastica   * Tutored students on principles, theories, and applications of web design and web programing on the server side of websites. I also taught classes in substitution for the professor. |
| 2010-2011 | Web Developer Intern, Flint Interactive   * Developed tool to test Google Fonts in-browser at a given website so that the effect on the layout, content, and aesthetics could be found in live testing environment. |
| 2009-2010 | Teaching Assistant – Java Programming I & II, The College of St. Scholastica   * Counseled a diverse group of students on Java Programming - its syntax, theories, and applications. I lead classes in substitution for the Professor. |
| 2006-2007 | Intern, Sansio   * Developed a strong work ethic and skill in keyboarding by matching readings from optical character recognition (OCR) software with actual document and quickly correcting errors. |

# Education

| 2008-2012 | Bachelors of Science, Computer Information Systems | Duluth, MN | The College of St. Scholastica |
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# Communication

| Facilitated the upgrade of our server infrastructure with our Managed IT Provider, including regular update meetings, decision making, and internal communication on downtime and changes.  Planned and executed the install of a multimedia system for meetings, conferencing, and presentations. Lead the project from initial bids to final install and user training. |
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# Leadership

| Member, *National Eagle Scout Association*  STEM Scholarship Recipient, *The National Science Foundation*  Webmaster, *The College of St. Scholastica Computer Club*  President, *Grace Campus Fellowship, CSS Chapter*  Bus Core, *Students Today Leaders Forever, CSS Chapter* |
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