LEAH HONG-ANH LE
SENIOR SHAREPOINT DEVELOPER   LEAHFORBES117@GMAIL.COM

Profile: Highly talented, motivated, and results-driven professional powered with broad-based experience in project management, customer service, communications, and development. Strong knowledge and understanding in Microsoft Office SharePoint Server. Experience in developing and maintaining Web services, workflows, multi-threading, building and streamlining application using objective oriented methodology. Proven competencies in creating and implementing effective strategies to optimize business processes, elevate efficiency, and improve quality while significantly reducing cost. Show paramount efforts in delivering simultaneous, large-scale projects within the constraints of scope, quality, time, and cost. Recognized as an empowering manager with keen expertise in leading, motivating, and coordinating cross-functional teams to provide innovative technical solutions and ensure total customer satisfaction. Able to multitask in fiercely competitive and fast-paced environment. Bilingual in English and Vietnamese.

QUALIFICATIONS

Security Clearance: TS/SCI, Counter Intelligence

Operating Systems: Microsoft Office SharePoint Server 2010/2013, SharePoint Designer, Visio Premier 2010, Visio Professional 2013, PowerShell, InfoPath **Army Human Resource System:** Electronic Records Management System (IPERMS), Enlisted Distribution Assignment System (EDAS), Total Officer Personnel Management Information System (TOPMIS), Electronic Military Personnel Office (eMILPO), Department of the Army Mobilization Processing System (DAMPS) **Applications:** Common office productivity applications, Adobe 7.0 and CS, Adobe Illustrator 8.0, Quattro Pro X3, Word Perfect, AutoCAD

PROFESSIONAL EXPERIENCE

2016-Present	NGA, Springfield, VA **Senior SharePoint Developer/Team Lead** Experience in SharePoint upgrade and migrations. Work with customer, users, technical architect, and developers to define the data migration requirement and structure for the application. Identify, analyze issues, make recommendations, and escalate issues for resolution in a timely manner. Develop conversion process flows and prepare documentation supporting data migration approach. Work with MS SharePoint Designer, MS Visual Studio, and MS InfoPath, utilizing JavaScript, HTML, ASP.NET, CSS and other languages to build and maintain technical solutions. Experience building Apps/Add-ins for SharePoint 2013. _Notable Achievements:_ • Lead the SP2013 migration plan for the whole agency (10,000+ users) • Single contact for HD personnel during migration. Help collaborate all stakeholders, provide training, and lead consultation for their power users. • Introduce and successfully install new design application for our team (SPEasy Form)
2015-2016	ODNI, Vienna, VA **Senior SharePoint Developer/Architect** Analyze and present options for implementing requirements in SharePoint. Implement and unit-test solutions, combining out-of-the-box configuration and, where needed, .NET customizations. Support the promotion of solutions through testing, staging, and production environments. Assist with software development project plans, including scoping, scheduling, and execution. Research, test, and employ security and functional updates to services and applications. Provide technical documentation as needed, including design documentation and build/deployment documentation. Develop operational procedures and provide training to support personnel.

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Notable Achievements:
- Currently working with IC CIO to implement a Compliance Web Tracker for all policies.
- Working with other Agency's developers to implement a single repository for all procurement submissions to ODNI and allows visibility and accountability of submission of all 17 Agencies.
- Developed Access requests to ODNI highly secured sites by customizing workflows in SP Designer, InfoPath form, and JavaScript for business logic.
- Designed various workflows, security trimmings, email notifications and KPI dashboard.

2013-2015 NGA, Springfield, VA
Business Systems Analyst/SharePoint Developer
Analyze and assess existing SharePoint environment and procedures for areas of improvement. Design, define and execute data migration strategies for existing SharePoint farms. Manage permissions for the entire Site Collection, and support both internal and external personnel with any SharePoint-related questions and issues. Develop SharePoint training materials, process and transition documentation. Plan, modify, improve, write document and implement software programming applications/operating systems. Supports and/or installs software applications. Support customer requirements, maintaining versioning control, working within an Agile development framework. Help to drive strategic approaches through application across multiple systems/projects/organizations. Coding, testing and implementing web based solutions in JavaScript, ASP.Net, and HTML+CSS
Notable Achievements:
- Single contact for the front office of the Executive Five at NGA.
- Developed software solution for the Career Services using C#, Bootstrap, and jQuery.
- Created Timer job for many departments to send notifications if a request is in opened status or closed, set rule engine to apply complicated date calculations based on request status, dashboard to display all request statuses, implemented user web control to display and collect data to be injected into Tableau.
- Designed and launched a program-wide SharePoint Library system of current and archived contract deliverables to maximize government and contractor communication both.
- Consolidated eight departments into one SharePoint location, resulting in greater efficiency, streamlined operations and savings.
- Wrote and persuasively presented proposal to executive team and directed initiative for a major business applications portal and the linkage between three different hosting sites.

2011-2013 NJVC, Vienna, VA
Business Operations Analyst Specialist
Frequently communicate with deployed / permanently assigned overseas staff during and after assignments to identify areas of improvement. Convene with several NJVC organizations, such as Operations, Security, Contracts, Finance, and HR in addition to customer representatives on an on-going basis. Evaluate situations and exercise sound judgment in determining appropriate courses of action. Head of the Travel department and manage our Travel Management Company to enforce policy and cost control. Perform strategic analysis of monthly reports for the CFO.
Notable Achievements:
- Implemented new travel policy and automated the process with effective controls, resulting in greater efficiency and consistency in travel planning and over $100K reduction in costs.
- Rendered high level of assistance in preparing employees for deployment assignments and for long-term overseas TDY assignments.
- Endowed administrative support to NJVC employees and subcontractors permanently assigned to overseas locations.
- Wrote two project proposals/SOP and was approved, saw through the whole implementation and testing lifecycle.
- Developed and followed a detailed transition planning during change-over of projects.

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2009-2011   Walter Reed Army Medical Center, Serco-Inc., NW, Washington, DC
             Lead Military Personnel Specialist-- Reassignments Branch
             Extensive communications, problem-solving, and program implementation with program personnel located at
             Walter Reed Army Medical Center. Prepared and maintain military personnel files for 500 plus soldiers scheduled
             to complete a Permanent, Temporary Change of Station and/or Deployment. Make clear and convincing oral
             presentations. Developed networks and builds alliances; collaborates across boundaries to build strategic
             relationship and achieve common goals. Report all matters to the Deputy Director of MPD (Military Personnel
             Department) on a weekly basis. Wrote, edited, planned, and coordinated briefings to ensure smooth transition for
             soldiers. Identified and analyzed problems; weigh relevance and accuracy of information; generated and evaluated
             alternative solutions and make recommendations to soldiers.
             Notable Achievements:
             - Spearheaded the Reassignment Team and entrusted to have a full access to all Army HR systems.
             - Delivered informative oral presentations; developed networks and alliances; collaborated across boundaries to
               build strategic relationship and achieve common goals.
             - Appointed as a deployment specialist responsible for fabricating all deployment orders and obtaining fund cite
               for each soldier's deployment order.
             - Recognized as the only person with POC and trained to use the system to get refund money for the Garrison for
               utilizing the wrong fund cite; secured funding for the government estimating to be over $1M.

2008-2009   Impressions Marketing Group, Inc., Lorton, VA
             Project Manager
             Oversaw design projects includes developing expectations for the project to ensure its completed in accordance
             with established quality standards, time frame, budgets, purchasing required materials, as well as scheduling the
             delivery for each phase of the project. Anticipated and met the needs of both internal and external customers.
             Delivered high-quality products and services; committed to continuous improvement. Contributed 5 million
             dollars in total profit improvement added in one year. After only six months with the company, was assigned to
             supervise Walgreen's customized store in Time Square, NY: Projected estimated at 1 million dollars in a 4 months
             frame. Frequently worked more than 40-hours each week because of sales and production deadlines.
             Notable Achievements:
             - Designed, priced, and fabricated décor and fixture for commercial businesses, such as Best Buy, Home Depot,
               CVS, Walgreens, and others.
             - Commended for delivering high-quality products and services and dedication to continuous improvement.
             - Generated $5M in total profit improvement added in one year.
             - Conducted resource planning and budgeting; tracked costs to ensure adherence to budgetary limitations. Brought
               in supplement service revenue of approximately $1M with projects averaging $500K.

EDUCATION

2008-2012   Sanford-Brown College, Vienna, VA
             Bachelor of Science in Business Management
             A member of National Honor Society, Business Club

COMMUNITY ACTIVITIES

2009-2012   National Honor Society, Business Club
2007-2012   Ket Doan Association, Vietnamese-American nonprofit organization
1994-2012   Girl Scouts of the USA: Leader of Troop 2016