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| 4 Twain St, Gerrardstown WV, 25420 \* 304-919-7076 \* MattKaiser85@gmail.com  Matthew Kaiser |
| SUMMARY |
| I have a breadth of experience in the IT and computer sciences that includes software engineering, network administration, database management, and business analysis. My love of learning and ability to pick new things up quickly have allowed me to easily transition between a myriad of technologies and business practices. I love creating new things and acquiring the skills necessary to do so. I believe flexibility, optimism, and a strong work ethic are the keys to personal and professional success. |
| TECHNICAL SKILLS |
| Languages: C#, .Net, Java, C++, HTML, CSS, PHP, Perl  Hardware: Linux Server administration  Software: Microsoft Office products, IBM Rational products including DOORS and RPE  OS: Windows, Mac, Linux |
| EXPERIENCE |
| |  |  | | --- | --- | | Business Analyst | January 2016 – Present |   *DMI, USCG Operations Support Center, Kearneysville, WV*   * Wrote functional requirement documentation for the Homeport 2.0 technology refresh initiative resulting in the successful roll of the Homeport 2.0 system. * Supported multiple sub teams within the larger Homeport team, producing documentation for each. * Communicated with team members across service lines to ensure requirements correctly integrated with testing documentation. * Participated in requirements gathering sessions with customers and team member from engineering, sustainment, and project management. * Provided group leadership by generating FRDs using RPE, troubleshooting various DOORS issues, reviewing documents for errors and conformity to group standards, and participating in documentation standards group discussions. * Produced RPE and DOORS license usage reports.  |  |  | | --- | --- | | Business Analyst | September 2014 – January 2016 |   *CSC, USCG Operations Support Center, Kearneysville, WV*   * Analyzed existing code, examined multiple production environments, and worked with the developers to produce technical and functional requirement for the legacy Homeport application. * Wrote functional requirement documentation for the Homeport 2.0 technology refresh initiative based on prior technical requirement work. * Developed IBM RPE templates to generate functional requirements documents automatically for business analysis team members. * Maintained system requirements within the IBM DOORS requirements management application.  |  |  | | --- | --- | | Software Developer | June 2010 – August 2014 |   *Next Tier Concepts, Vienna, VA*   * Worked as part of a team within the DOD to upgrade and maintain the performance of their TESS web application front-end and SQL database back-end. * Provided detailed analysis of multiple CMS applications to ensure customer satisfaction with product performance and security. * Coded SQL queries to access and maintain databases in support of both Google and the DOD * Implemented and maintained virtual machines to test software and database changes before deploying solutions into the production environment. * Provided client support with installation and setup of SATABeast storage sever.  |  |  | | --- | --- | | Developer | May 2009 – March 2010 |   *SusQtech, Winchester, VA*   * Performed troubleshooting and customer care tasks with the technical support team. * Maintained customers’ databases and modified stored procedures using various tools including SQL queries. * Coded custom Microsoft SharePoint web-parts in ASP.NET. * Modified .NET code within Microsoft SharePoint to achieve customers' desired functionality as well as develop new company owned products. * Guaranteed successful installation of Microsoft SharePoint on client servers. |
| EDUCATION |
| |  |  | | --- | --- | | Shepherd University | Graduated December 2009 |   *Shepherdstown, WV*  B.S., Computer & Information Sciences   |  |  | | --- | --- | | Southern New Hampshire University | Graduated June 2016 |   *Hookset, NH*  M.S., Information Technology |
| SECURITY CLEARANCE |
| Secret |