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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 |
| Development Languages   * Proficient in: C#, ASP.Net, Java, HTML, CSS * Intermediate experience with: C++, PHP, Perl, Linux Shell, SQL queries, JS, DXL   Tools and Software   * Development: Visual Studio 2008 and 2010, QlikView, SQL Server 2008, SQL Server Report Builder, GEFusion, GEServer, Google Earth, Google Maps applications * Office: Microsoft Office suite, SharePoint 2010, SharePoint Designer 2010 * IBM Rational DOORS and RPE * Linux Server administration, Microsoft IIS administration |
| EXPERIENCE |
| |  |  | | --- | --- | | Business Analyst | January 2016 – Present |   *DMI, USCG Operations Support Center, Kearneysville, WV*   * Quickly learned new systems and provided documentation support to multiple engineering teams after a reduction in staff. * 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 engineering team, and produced documentation for each team. * Communicated with team members across service lines to ensure requirements correctly integrated with testing documentation. * Participated in requirements gathering sessions with customers and team members from engineering, sustainment, and project management. * Provided group leadership by generating FRDs using RPE, troubleshooting various DOORS issues, and reviewing documents for errors and conformity to group standards. * Designed and 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 engineering team to produce technical and functional requirements for the legacy Homeport application. * Wrote functional requirement documentation for the Homeport 2.0 technology refresh initiative based on prior requirement work. * Used DXL scripting and JavaScript to develop IBM RPE templates and specification documents used to automate FRD generation for the business analysis team. * Developed schema and documentation standards within the business analysis standards group to help maintain effective and uniform documentation. * Maintained system requirements within the IBM DOORS requirements management application.  |  |  | | --- | --- | | Software Developer | June 2010 – August 2014 |   *Next Tier Concepts, Vienna, VA*  QlikView   * Installed QlikView server instances and developed tailored BI applications. * Coded custom QlikView solutions including incorporating Google Maps functionality into dashboards. * Provided administrator services including user access management.   DoD OIG Administrative Investigations   * Designed and built custom SQL reports for use with the TESS web application. * Coordinated with team members to update the look and feel of the TESS web application. * Performed general QC tests on the TESS web application to ensure: background SQL queries return the correct results, field names and labels appear correctly on screen, and stored procedures operate without error. * Documented required changes when they were requested, developed, tested, and approved.   Google Earth   * Developed Perl and Shell scripts to automate loading and processing of imagery data into Google Earth Builder. * Updated and processed data with Google Earth Fusion and Server. * Managed customer requirements and updated systems to reflect changes. * Maintained system baselines for operating system and software. * Created simple java applications to interact with web services and display results on a map background. * Provided daily operations and maintenance support to a Google Earth Enterprise system. * Served as the lead Geospatial engineer while participating in a multi-contractor environment.  |  |  | | --- | --- | | 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. * Developed 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 |
| PROFESSIONAL CERTIFICATIONS / SECURITY CLEARANCE |
| QlikView 11 Certified System Administrator; 2013  Current Security Clearance: Secret; 2010  Linux: A Comprehensive Hands-on Introduction; 2010; Learning Tree Reston |