**Robin Jones**

***Baltimore, Md***

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**Qu****alifications Profile**

Experienced Professional poised to provide high-quality performance.

* 6 years’ experience in working SharePoint, Infopath and SharePoint Designer
* Working knowledge of Git, jQuery, JavaScript, HTML, CSS and Node
* Consistently recognized for excellent performance in fast-paced, demanding environments with no room for error.
* Advanced understanding of Intelligence Community (IC), Department of Justice, and Department of Defense desired.
* Expert in multi-tasking and priority management by processes, practices and planning tasks to ensure continuous operations.
* Organizing and displaying real time information on site pages
* Standing up intranets for various IC organizations
* **Education**

Johns Hopkins Engineering, Baltimore, MD September,2019-March,2020

* Learned to make AJAX calls for API’s
* Mastered Git and Github
* Completed group project game using Bulma CSS, font awesome, Giphy , howler, moment and jQuery [first Project](https://pmitch242.github.io/Pop-Culture-Trivia/index.html)
* Worked with a new css flex grid named Bulma
* Explored and completed activities using Asynchronous JavaScript
* Used API to create a weather dashboard that shows the weather in 3 cities
* Utilized moment.js, Bootstrap, Font Awesome and Giphy
* Yorktown High School, Arlington, VA September 2004- June 2008

**Professional Experience**

**Booz Allen Hamilton, Full-Time (40hrs. per week)**

**Fort Meade, MD October 2019 – Present**

SharePoint Lead Developer

* Created forms with cascading dropdown without infopath
* Used SharePoint Designer to create workflows
* Worked on SharePoint online, 2010, 2013 and 2016
* Used Bootstrap to customize elements on the page

**Favor Techconsulting, 1099 Full Time (40hrs. per week)**

**Washington, DC March 2019-August 2019**

Knowledge Manager (SharePoint)

* Customized Master pages in SharePoint using HTML and CSS
* Created forms with cascading dropdowns in InfoPath
* Customized out of the box applications such as Links and Contact
* Linked several email-based fields to the DIA Gao
* Created and edited all email distribution groups for the division
* Created dashboards using Tableau to brief the director

**J2K Consulting, Full time (40hrs. per week)**

**Fort Meade, Md October 2017-March 2019**

Web Developer

* Utilizing SharePoint Designer 2013 to create master pages, edit workflows and manage list
* Upgrading Legacy site on hosted on Dreamweaver using PHP,HTML and CSS
* Creating team sub site with custom permissions for each foreign partner
* Worked with the intelink to get custom permissions for automatic emails
* Developing custom applications using UI/UX
* Working with the Customer to find creative and effective ways to track help tickets
* Updating custom forms that used workflows
* Created custom SharePoint sites for customer

**Parsons Corp, Full time (40hrs. per week)**

**Fort Meade, Md- March 2017- October 2017**

SharePoint Developer

* Trained new content managers
* Worked on new site lay out for lowside site
* Assisted with site migration
* Used HTML and CSS to edit custom applications and site master pages
* Created custom permissions for each of the 50 sites that I managed
* Created standalone web pages for different directories
* Met with customers to make sure that the page meets their needs
* Published customized apps

**Metronome, Full time (40hrs. per week)**

**Tysons Corner, Md- May 2016 – March 2017**

SharePoint Administrator

* Developed and redesigned SharePoint website as SharePoint administrator to manage taskers, engagements and meetings for seniors.
* Gave permission to users for the SharePoint site
* Redesigned the organization’s Share drive to become the main archive of current and previous strategies.
* Briefed COS and 3 star general every week on current tasker and upcoming meetings.
* Processed Staff Summary Forms for various classified projects.
* Trained and tested the new employees on SharePoint record management and privileges.

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**U.S. Army National Guard Part Time (16hrs a month)**

**Fort Belvoir, Va- Oct 2009- Oct 2015**

Human Resources Specialist

* Displayed readiness status with SharePoint list for the unit on the internal site for the commander
* Assisted with Intelshare site set up for the command group
* Worked with the system Soldiers to install Microsoft updates to the old systems
* Used HTML to update the old site
* Created page for soldiers to review the status of submitted packets to the office
* Organized SGLV and DD93’s on SharePoint in a library
* Loaded the tills from a CD on to every BCS3 before the exercise started
* Created an automatic data sync from the BCS3 to a calculated excel fields