Matthew Jones | 435-680-8553 | [msterlingjones@gmail.com](mailto:msterlingjones@gmail.com)

**SKILLS**

HTML 5, CSS3, javascript, jQuery, AngularJS. Intranet/Internet development, end-user support and training. Business analysis. Knowledge Management. Document Lifecycle Management. IT Project Management. SharePoint Workflows and Forms. Dell (Quest) Webparts. Dell Migration Suite for SharePoint. Metalogix Content Matrix. ShareGate Migration and Management Tool. SharePoint Designer 2007 - 2013. Microsoft SharePoint Server 2003 - 2013. MS Office Suite 2003 - 2016. Windows Server 2008 R2, Windows Server 2012/R2, IIS 6.0 & 7.0, MS Project Server 2013, Project Online, Power BI, Office 365, SharePoint Online. SharePoint Client Side Object Model (CSOM). Microsoft Certified Professional. References available upon request.

**EXPERIENCE**

*SharePoint Consultant | e-Solutions - NASA | July 2016 - Present*

* Onsite and remote support for ongoing SharePoint 2013 front end development and enhancement projects
* Troubleshoot and fix multiple issues with master pages on multiple site collections and farms.
* Assisted with SharePoint 2010 to SharePoint 2013 migration and cleanup.
* Provided guidance on SharePoint best practices
* Advised SharePoint server team on hotfixes and proper configuration for SharePoint server.
* Developed and maintain custom forms and workflows using CSR, jquery, angular js, and Nintex
* Analyzed business requirements translate them to function and technical requirements
* Devised and maintain custom solutions that fully support defined business requirements.
* Built Content Search Web parts using display templates and REST API.

*SharePoint Consultant | Robert Half - HCA Healthcare | May 2016 - August 2016*

* Assisted current System Admin to create useable SharePoint 2013 master page and page layout for the HCA Mountain Divisions portal pages
* Built custom SharePoint 2013 solution to capture and approve ad hoc awards / recognition for employees
* Provide guidance and oversight on best way to finish design and roll out the master pages to the various sites collections

*SharePoint Consultant | Cortac Group - Microsoft and Amazon | Oct 2015 - Present*

* Planned, developed and implemented an enterprise project portfolio for Microsoft HR dept
* Enhanced and maintained custom proposal and contracts management tools for Amazon Web Services on Sharepoint 2010 environment
* Built milestone and task reports for project server using REST, JavaScript, jQuery, AngularJS, HTML, and CSS
* Devised and implemented security model for Microsoft OneHR tool and TLI SharePoint site
* Built OneHR Strategy monthly status report using InfoPath and SharePoint designer
* Built several SharePoint 2013 workflows.

*SharePoint Engineer | Soren Innovations | Jan 2014 - October 2015*

* Installed and configured Project Server 2013
* Provided training on Project Web App 2013
* Provided regular training on Office 365 integration with MS Office, custom lists, calendars, workflows, social features and managed metadata
* Provided project management various SharePoint migration, implementation, design and development projects
* Provided business analysis for implementations, webpart solutions, web form solutions, and workflow solutions.
* Installed and configured SharePoint 2013 on Windows Server 2012
* Managed multiple Office 365 design projects
* Consulted on multiple migration projects: inventoried farms, devised new information architecture and provided recommendations
* Built multiple business solutions using InfoPath, SharePoint Designer, Nintex Workflows, and Nintex Forms which included workflows, custom pages, custom lists, SQL data connections, custom forms, and custom web parts
* Helped clients troubleshoot server errors by reviewing ULS logs and configurations on farm servers
* Configured Excel Services Service Application and Enterprise Services for SharePoint Server 2013

*SharePoint Administrator and Architect | ARUP via SmithJohnson | May 2014 - August 2015*

* Administered ARUP intranet system of more than 700 sites spanning multiple web applications and multiple farms
* Chaired SharePoint Oversight Committee
* Provided helpdesk support for SharePoint issues
* Managed SharePoint 2010 server configurations and troubleshooted server errors
* Coordinated efforts for upgrade to SharePoint 2013 for multiple systems including MOSS 2007, SharePoint 2010, and other intranet systems
* Built multiple web solutions using InfoPath 2013 and SharePoint Designer 2010 including workflows, custom pages, custom lists, custom forms, and custom web parts
* Analyzed and documented business processes for various departments
* Managed all design and development projects for SharePoint
* Worked with various project teams and stakeholders to ensure business and functional requirements were satisfied by any SharePoint solution developed

*SharePoint Consultant | Utah Transit Authority via Consultnet | Sep 2013 - Dec 2013*

* Provided formal 4 week SharePoint 2013 training for power users
* Assisted in maintaining proper configuration of SharePoint services and service applications
* Provided business analysis and automated communication solution via a custom workflow to assist with the migration/upgrade to SharePoint 2013
* Built web solutions using InfoPath, Nintex Workflows and SharePoint Designer
* Provided help desk support for all SharePoint issues
* Wrote detailed technical documentation for all SharePoint customizations and configurations. Documented all functional and technical requirements,
* Worked closely with safety manager to map out entire safety management process for UTA. Built solution for tracking all Safety incidents on train and bus lines. Created custom ribbon actions and associated workflows which automated the creation of Corrective Action Plans and Investigation forms. Built custom InfoPath form for gathering all critical data about any safety incident. The solution also provided automated reminders and notifications to key stakeholders to ensure all incidents were properly tracked and actioned. Most workflows were built using Nintex Workflows.
* Addressed several configuration issues on SharePoint Server such as, workflow complexity settings, Token life cycle settings, Excel Services authentication settings, site collection administrator settings, Performance Point authentication settings, User Profile properties / settings and Managed Metadata Term Store settings.
* Built prototype of UTA’s new Human Resource Action Form. The solution was built using a custom initiation form of a site workflow to capture all necessary initial data and passed this data via workflow tasks and email to designated stakeholders for action and ultimate publication as a MS Word document. Used several Nintex workflows to automate the processing and notification. Used InfoPath 2013 to build input forms used through the process. Configured multiple data sources for each InfoPath form.

*SharePoint Architect | FLSmidth via Consultnet | Feb 2012 - Sep 2013*

* Managed all local campus SharePoint development projects and administration
* Wrote migration plan consolidating and reorganizing the various SharePoint sites
* Conducted several migrations between SP 2003, WSS 3.0, MOSS 2007 and 2010 using third party tools
* Using SharePoint Designer built customized solutions to meet specific business requirements i.e. workflows, custom webparts, related data sources, custom ribbon actions, etc.
* Provided help desk support for all SharePoint issues
* Wrote technical documents for all SharePoint customizations and configurations
* Planned and carried out a company SharePoint training program for power users
* Built Asset Management system for IT dept on SharePoint 2007 platform. Solution related multiple custom lists and connected each list via custom webpart to provide insight into problem trends and issues as well as provide a snapshot of the department’s entire inventory of computers and allowed them to compare that inventory with incoming personnel. Using SharePoint Designer built a console page / dashboard with custom ASP and HTML buttons that either initiated workflows or opened additional tools to assigned, reassigned, unassign, loan, decommission and report problems on all available assets. Using Quest Webparts for SharePoint built custom chart of all assets assigned, unassigned, loaned and in-service assets.
* Built Project management solution for a division of the company located in Arizona. Built several workflows that work together to provide email alerts and gather additional information from the stakeholders. One set of workflows kept track of all progress payment dates during a project and notified accounting as well as engineering to ensure payments were recieved on time and the project milestones were always met.
* For the Engineering Projects department I built custom webpart solution that helped users identify exactly which documents were required for each component of various pieces of equipment the company produced.
* Built Infopath form library with associated workflow that tracking every shipping request submitted to the logistics department.
* For the Logistics Department I built a search page using Quest webparts that provided simple search and access to legal documents and templates.
* For the Intellectual Property section I built a custom webpage that searched a large library for certain files that were labelled with codes used in an external database. The intellectual property section was located in Pennsylvania.
* Provided ongoing consultation to the IT team in Germany with regards to their own SharePoint workflow and webpart development projects they were doing for their site.

*Knowledge Manager / Content Manager | General Dynamics | Feb 2010 - Feb 2012*

* Developed and deployed Oracle Universal Content Management System (UCM)
* Built and managed several SharePoint sites
* Supervised team of six technical editors and a SharePoint Administrator
* Responsible for the architecture, design and maintenance of the E-ITSM team sites
* Managed production and delivery of over 110 document deliverables
* Built robust document management system using OOTB SharePoint objects, which greatly improved the editing, reviewing and publishing all documents. Using metadata tags to reflect status, ITIL process, location, and vendor, I organized and managed all publishable documentation.
* Collaborated with developers and ITIL process owners (Change, Configuration, Release and Deployment, Event, Service Catalog and Incident Management) to ensure documentation reflected all SOW requirements

*Co-Founder | Project Woodchucks | 2009 - 2010*

* Designed company internal and external websites
* Managed company’s day-to-day operations (production, logistics, and marketing)
* Directed video storyboards and performed all post-production work
* Built company website using html and css.

*Knowledge Manager / SharePoint Administrator | BAE Systems | 2008 - 2009*

* Originally hired as one of many research managers, due to my own initiative my position blossomed into a manager of all cultural data generated in all of Iraq
* Worked closely with theater-specific and strategic intelligence programs to determine the proper location for a SharePoint solution that we could use to uniformly gather and collaborate on all the ethnographic research being generated
* Built Portal for Human Terrain System in Iraq, which became the program’s sole-source of cultural information for the country
* Provided support to tactical teams in relaying key anthropological data to higher commands and state-side reach back elements via SharePoint and other web applications
* Wrote my own schedule and flew to various bases throughout Iraq helping the other embedded teams upload, manage, and disseminate their cultural data
* Provided recommendations for better program-wide collaboration and information dissemination support via existing and future applications (i.e. SQL database, dynamically sync’d servers, SharePoint 2007).

*Range Control Officer / SharePoint Administrator | Utah National Guard | 2005-2008*

* Customized external website using FrontPage 2003 and Expression Web
* Built online training/testing site for Range Safety Officer certification
* Built interactive map that highlighted the amenities of the entire installation as well as all the live-fire ranges
* Built various web interfaces to support range operations i.e. built an interactive map of the entire range complex which provided information about the function and limitations of each range, built an online training and testing solution for all range safety certifications. Testing results were captured in a SQL database and provided a standard / centralized mechanism for tallying and recording test results
* Built and maintained SharePoint sites for various departments around base

**EDUCATION**

*Bachelor of Arts, Spanish Translation | Brigham Young University, Provo, Utah | 1999*