**Christos S. Papachristos**

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***Security Clearance: Active Secret***

**SUMMARY OF EXPERIENCE**

Strategic and highly technical professional with extensive experience supporting the Department of Defense (DoD) and providing a diverse background in systems development, financial improvement, and technical expertise– specifically in SharePoint site administration. Proven leader focused on maximizing efficiencies and exceeding company/client needs.

**HIGHLIGHT OF SKILLS**

|  |  |  |
| --- | --- | --- |
| * Business Applications * System Administration | * Technical Troubleshooting * Data Research/Analysis | * Strategic Planning * Collaborative Communications |

**TECHNICAL EXPERTISE**

CertifiedSharePoint Site Manager,Microsoft SharePoint 2007 & 2010, Standard Accounting and Reporting System (STARS), PRISM, Standard Procurement System (SPS), Hummingbird Electronic Management System (EMS), OpenText Enterprise Content Management (ECM) Suite, National Archives and Records (NARA) Electronic Records Management, Department of Navy Financial Improvement Program Validation Package

**PROFESSIONAL EXPERIENCE**

**SharePoint Architect, November 2014-Present**

**CACI International, Inc.**

*Team Lead for Enterprise migration to Office 365 (SharePoint 2013)*

* Responsible for Office 365 SharePoint 2013 architecture
* Updated the PBGC Metadata Management plan and implement the use of conceptSearching tool
* Planed, coordinated, and executed the migrations of MOSS 2007/SharePoint 2010 to SharePoint 2013 online: and collaborating with Plumtree and ColdFusion SMEs for the migration of the Plumtree portal content and PBGC intranet data

**SharePoint Manager, March 2014-October 2014**

**Brailsford & Dunlavey**

*Planned and implemented Brailsford & Dunlavey SharePoint Portal*

* Organized testing of reconfigured SharePoint environment, also enforced site standard (layouts, security processes, permissions) to ensure that governance policies and processes are maintained
* Created site templates with custom libraries and lists and supported customizations to SharePoint sites, lists, libraries and web parts that increase the efficiency and functionality of business procedures
* Designed and implemented workflows to automate simple information management and business processes, standardize the capture of information, manage and customize the presentation of information, and control the timing and display of information
* Planned and coordinated appropriate quality assurance testing of created sites and ensure accessibility/readability standards are met
* Developed and lead proactive in-person and virtual training, including development and maintenance of all training resources, content/configuration documentations, and coordination of training schedule.
* Provided refresher training and “next-step” training
* Led mass migration of firm documents from existing SharePoint environment to new site collection
* Completed initial SharePoint initiative for over 115 employees
* Responsible for maintaining SharePoint term store, also implement Concept Searching Metadata classification tool

**Business Systems Analyst III, September 2006-February 2014**

**CACI International, Inc.**

*Planned, initiated, and led Missile Defense Agency (MDA) Contracts Library and SharePoint Portal implementation and training for Directorate of Contracting (DAC)*

***SharePoint Site Manager (Lead)***

* Architected new DAC SharePoint infrastructure, contents migration strategies, and deployment plan
* Led mass migration of DAC contracting records, documents, and correspondence from BEA WebLogic Portal to SharePoint 2007 (then led migration to 2010)
* Coordinated executive-level MOSS migration schedule with six DAC Department Directors
* Administrated, monitored, and operated DAC MOSS development
* Created and maintained DAC SharePoint sites, including creation of libraries, custom lists and workflows
* Organized portal navigation, user groups, permission levels, logical structure, and content integrity to maximize efficiency within the DAC portal in compliance with MDA-published directives, policy guides, and industry best practices
* Integrated OpenText ECM Suite with MOSS per DoD Directive 5015.2 providing DoD records management compliant Web Parts to contracting personnel
* Analyzed and resolved user issues and requests for DAC portal content, design, access, and permissions
* Developed DAC portal end-user instructions, administration guides, and training materials
* Created and presented end-user Web Part training to 100+ personnel as a member of the Site Managers User Group

***DAC Records and Documents Manager***

* Developed DAC records management business processes, operating policies, and training guides
* Built secure EMS and ECM database repositories of 100,000+ records and documents
* Trained 100+ personnel on EMS and ECM via Microsoft Lync, Defense Connect Online, and classroom instruction, as DAClead instructor

**Management Analyst, October 2005-September 2006**

**BearingPoint, Inc.**

*Created financial improvement processes, testing/validation and management plans for the Assistant Under Secretary of the Navy (AUSN)*

* Created AUSN financial improvement plan by evaluating and developing recommendations including risk analysis and general fund financial statements
* Validated multiple Defense Finance and Accounting Services (DFAS) financial system applications
* Presented process improvement findings to AUSN senior leadership at General Officer level
* Developed database for storage of AUSN financial statements in Access

**Procurement Analyst, April 2005-October 2005**

**AEPCO, Inc.**

*Wrote Naval Sea Systems Command (NAVSEA) Contracting Officer’s Representative (COR) procurement and acquisition documents*

* Drafted, reviewed, and coordinated procurement requests, funding modifications, and procurement/financial reports on 20+ contracts
* Entered contractual and procurement data into financial database (PRISM), managed data analysis and operations/quality control of financial management information within database

**Project Assistant, February 2004-April 2005**

**TEK Systems**

*Planned and monitored maintenance and installation of CACI secure telecommunication assets*

* Scheduled field engineers, maintained work orders in Excel, recorded man-hours in DELTEK, and provided labor reports for senior management
* Shipped and tracked hundreds of CACI secure telecommunication assets

**Student Co-Op, April 2000-December 2003**

**General Services Administration (GSA), Federal Technology Service**

*Quality assured GSA telecommunications contracts*

* Monitored and assessed task orders and contract modifications for GSA vendor, WorldCom

**ADDITIONAL TRAINING**

* DoD Records Management Liaison Officer (RLO) course
* MDA Knowledge Online (MKO) Site Manager (SharePoint) certification
* Database Training Academy SharePoint 2013 course

**EDUCATION**

**Bachelor of Arts,** Economics, George Mason University, Fairfax, VA, 2004

**Master of Business Administration,** University of Maryland – University College,

Largo, MD, (24 credits complete, degree anticipated fall 2014)

**Please note references and an official sealed transcript are available on request.**