Consultant Consultant Onboarding Lead - Booz Allen Hamilton Springfield, VA IT professional with over 4 years of Information Technology and client engagement experience. Practiced in clarifying business requirements, performing gap analysis between goals and existing procedures/skill sets, and designing process and system improvements to increase productivity and reduce costs. Currently seeking a position that will allow me to effectively apply a strong work ethic, leadership and innovative solutions gained through relevant coursework and technical experience. Authorized to work in the US for any employer Work Experience Consultant Booz Allen Hamilton - Washington, DC September 2017 to Present   Generate reports from gathered data to organize and create visuals to present to clients   Utilize the team SharePoint as a repository to upload and edit onboarding documents   Conduct weekly onboarding meetings to clients by providing them with proper documentation guidelines to adhere   Administer and allocate storage for client site collections based on our requirements   Coordinated with the ongoing efforts to complete a 10-week Internal Privacy Boot Camp Training Series for the Privacy staff   Created a Privacy Controls Matrix that was later implemented for the following Fiscal Year   Provided updates and uploaded documents to the team SharePoint site (repository)   Drafted minutes for all privacy boot camp and retrospective meetings Network Technician Technology Integration Group May 2016 to August 2016   Performed troubleshooting for system failures and identify bottlenecks to ensure long term efficiency of network   Responsible for re-imaging laptops for shipment to their designated schools   Maintained and repaired hardware and shielded twisted pair cables   Planned, recorded, labeled, and monitored software/hardware assets to ensure compliance with vendor contracts Network Administrator Sprint Inc May 2015 to August 2015   Managed, configured, maintained, and upgraded corporate customer networks utilizing several specific software's, such as, TRS, TRAMS, FUSION, and ODIE   Consistently monitored 100 network devices for required updates by validating endpoint protection were up to date   Monitored network performance and tested for connectivity by dispatching ping requests   Supported any power and connectivity failures in the Network Operating Center (NOC) Education B.A in Homeland Security & Emergency Preparedness Virginia Commonwealth University - Richmond, VA May 2017 Skills HTML (Less than 1 year),

HTML5 (Less than 1 year), MICROSOFT SHAREPOINT (1 year), Microsoft Windows (Less than 1 year), SharePoint (1 year) Additional Information Technical Proficiencies TRS, TRAMS, FUSION, ODIE, HTML/HTML5, SharePoint 2010/2013, Windows XP/Windows 7 Desktops, Microsoft Windows Server 2003/2008/2012,

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