

IT Project Manager IT Project Manager IT Project Manager Denver, CO Work Experience IT Project Manager Bank of Oklahoma Financial - Tulsa, OK June 2016 to April 2018 - www.bokf.com

Successfully piloted and implemented Box.com as a SaaS file collaboration enterprise platform

Successfully implemented a Private Bank customer dashboard using data warehousing & Salesforce

Successfully implemented a new company-wide intranet site by gathering requirements, designing the user interface, and establishing a rollout to 4000 employees with the marketing and branding teams

Successfully implemented a leasing system upgrade by gathering requirements, writing project documentation, developing test cases, communicating with the vendor, and training users

Managed a \$1.2 million upgrade of IBM FileNet with over 3000 users in seven lines of business

Disaster recovery and business resiliency plan team leader for the BOK Financial Securities division

Executed projects from start to completion by defining technical scope and project objectives, coordinating activities with cross-functional teams, and managing requests for changes from original specifications

Established work plans to determine time frames, funding limitations, and allotment of staffing resources

IT Internal Auditing Internship Stinnett & Associates - Tulsa, OK September 2015 to December 2015 - www.stinnett-associates.com

Performed IT internal control testing to ensure Sarbanes-Oxley compliance for various clients & audits

Analyzed system user access, infrastructure environments, and system access workflows for IT audits

IT Business Intelligence Internship ONE Gas, Inc - Tulsa, OK May 2015 to August 2015 www.onegas.com

Eliminated the manual creation of monthly gas leak reports by developing, testing, and implementing automated Microsoft Power BI gas leak reports and a new reporting dashboard for Gas Survey Managers

Set up ETL processes with data warehousing, wrote SQL Server Integration Services packages, and learned and employed new SQL querying methods

IT Consulting Internship Jolt Technology - St. Louis, MO May 2014 to October 2014 - www.choosejolt.com

Trained customers in Excel, Outlook, Google Sites, and macOS in one-on-one and group settings

Designed websites in WordPress, Squarespace, and Google Sites, maintained current site backups, and managed hosting servers for clients in the education, food, and architecture industries

Performed remote Help-Desk functions for clients and executed many

local installs of new workstations Education BSBA in Management Information Systems The University of Tulsa - Tulsa, OK August 2012 to May 2016 The University of Reading - Reading March 2015 Skills SEARCH ENGINE OPTIMIZATION (3 years), SEO (3 years), Project Management (2 years), Photoshop (8 years) Additional Information TECHNICAL SKILLS Waterfall, Agile, & Scrum Methodologies Microsoft Power BI, ETL, and SSIS SQL, JavaScript, HTML, CSS Excel, Word, Visio, Project, & PowerPoint Salesforce CRM Platform Mac, Windows, & Chrome OS's YouTube Analytics, SEO, and Strategy Final Cut Pro 7 & 10 Adobe Photoshop, After Effects, & Premiere Google Sites, Squarespace, & WordPress

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