

# Kyle Moore

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## WORK EXPERIENCE

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### Freelance / DuckWorks Solutions

Jan. 2022 – Present

*Consultant and Web Developer*

*Atlanta, GA*

- Consulted on Smartsheet implementations to improve design and effectiveness for 2 clients
- Unified business processes and workflows with Smartsheet per client specifications
- Migrated 3 external website systems into Squarespace, resulting in over \$50 in monthly savings and improving user experience
- Developed web scraping program in Python to help populate CRM databases, including over 4,500 company descriptions and contacts, enriching internal data, and increasing the potential lead pool
- Leveraged MS Power Automate and Sharepoint to store data from 4 Squarespace forms and generate content into 3 email custom email templates, reducing the effort involved in creating future campaigns
- Investigated IT-related support tickets across 3 systems, including Smartsheet, Squarespace, and Office 365
- Performed 2 Office 365 and Exchange migrations from retired tenants to new tenants
- Executed over 10 marketing email campaigns utilizing 3 internally generated email templates

### USA Millwork

Jun. 2020 – Nov. 2021

*Systems and Process Analyst and Integrator*

*Atlanta, GA*

- Automated printing production paperwork via Smartsheet API and Python, eliminating time spent by 50%
- Proposed real-time WIP process and system for Smartsheet ERP, removing the need for 2 weekly meetings and improving production accuracy, resulting in increased customer retention
- Implemented connections between 4 SaaS platforms utilizing MS PowerApps and Automate
- Guided decisions leading into further stages of ERP and MRP systems and processes
- Overhauled material management system using MS Power Automate and Smartsheet API, reducing time spent performing manual data entry by 30%
- Trained new and existing employees on Smartsheet processes and best practices across 4 departments
- Validated and maintained data in the early stages of ERP implementation spanning five manufacturing locations, including project management, production, material, purchasing, metrics, and project scope data
- Coordinated and implemented innovations, features, and change requests with a team of 2
- Investigated and solved internal support tickets for 5 departments related to, but not limited to Smartsheet usage and systems

## PROJECTS

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- Crouton, a.k.a. Ewok Translator (Work in Progress)
  - Customizable discord bot with an online dashboard
  - [discord.js](#), [Svelte+Kit](#), [Prisma](#), [Supabase](#), [Javascript/Typescript](#)

[Source](#) | [Live Site](#)

## EDUCATION

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### Watkins Memorial High School

Dec. 2016

*High School Diploma*

*Etna, OH*

- During my Junior and Senior years, I furthered my education at Career and Technology Education Center (C-TEC) for Electronic and Computer Technology (ECT)

## SKILLS

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- **Skills:** Microsoft 365 administration, Microsoft 365 migration, Google Workspaces (G Suite), Smartsheet administration and deployment, Node.js, Express, Docker, REST APIs, JSON, HTML, CSS, SEO, Squarespace, Git and GitHub, Svelte+Kit, JavaScript Frameworks, Docker, Docker Compose, Python, Javascript, SQL, Zapier, Linode cloud deployment and security