

JACOB BUSCHMANN

TECHNOLOGY STRATEGY & PROJECT
MANAGEMENT SPECIALIST

CONTACT

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SUMMARY

I work across systems, cloud platforms, and internal tools to make businesses run smoother. I don't just fix things when they break. I build better ways to do the work. My background covers automation, infrastructure, app development, and integrations across multiple platforms. I stay focused on what's useful to the team, and I build with long term reliability in mind. I'm not afraid to take ownership, and I know how to lead technical projects that make a real difference.

ABOUT ME - PROFESSIONAL

I lead technical projects from start to finish. That includes building internal tools, automating workflows, handling system integrations, and managing infrastructure across cloud and on prem. I've been the go to person for our leadership team when something needs to change or improve. I work with every department and make sure the systems I build actually match how people work, day to day. My background covers a wide range of tools and platforms, and I'm always learning new ones to stay ahead of what's needed.

ABOUT ME - PERSONAL

I'm a husband and a dad before anything else. Most of my free time is spent with my family — exploring outside, camping, or just being together. I like hands-on projects and finding ways to make things work better. That usually means tinkering with 3D printing, automating something around the house, or working on a random side project just to see if I can. I'm always curious, always building, and always looking for ways to make life a little easier.

SKILLS

- *Systems Administration* (Active Directory, Windows/Linux, Office 365, Google Workspace)
- *Process Automation* (Zapier, UiPath, Power Automate, Google Apps Script)
- *Cloud Platforms* (AWS, Google Cloud Platform, Firebase, Azure – familiar)
- *App Development* (AppSheet, FlutterFlow, WordPress, Bricks Builder, Formidable Forms)
- *API Integrations* (Stripe, QuickBooks, Google Maps, Supermove, REST APIs)
- *Infrastructure Management, IAM, ITSM, Security Compliance* (Microsoft Purview, Admin Console)
- *Project Management* (Cross-team coordination, stakeholder communication, C-suite reporting)
- *Programming & Tools* (Python, JavaScript, HTML/CSS, Flask, Node.js, Git, VS Code, PowerShell)

Systems Administrator & Technical Project Lead

Matt's Moving – Saint Paul, MN | *July 2022 – Present*

- Sole technical owner across all IT systems, automations, infrastructure, cloud services, integrations, and internal tool development for a fast-paced mid-sized company
- Managed Active Directory, Office 365, Windows/Linux environments, and enforced security and compliance policies through Microsoft Purview and Google Workspace Admin
- Designed and deployed internal apps using AppSheet, FlutterFlow, and Firebase to streamline operations across sales, dispatch, HR, accounting, and fleet management
- Created custom automation workflows in Zapier, Google Apps Script, and Power Automate that save over 100+ hours per month by eliminating manual entry and improving data sync between systems
- Integrated key third-party platforms such as Stripe, QuickBooks, Supermove, and Google Maps APIs to unify CRM, billing, scheduling, and reporting systems
- Acted as the primary point of contact for C-suite executives and department heads, translating business needs into technical solutions and managing project roadmaps
- Oversaw the planning and rollout of cross-functional tech projects, managing timelines, scope, and adoption across non-technical teams
- Wrote and maintained technical documentation, including standard operating procedures, training guides, and architecture diagrams
- Supported staff onboarding, account provisioning, and troubleshooting across all company systems, ensuring minimal downtime and high user satisfaction
- Provided in-house consultation on cloud strategy and data compliance, including selecting tools, reviewing vendor security, and implementing multi-cloud best practices

Sales Director & Systems Strategist

Matt's Moving – Saint Paul, MN | *July 2019 – July 2022*

- Led the sales department while simultaneously building internal systems to manage lead tracking, job scheduling, and performance analytics
- Built real-time dashboards and reporting systems using Google Sheets, Data Studio, and AppSheet
- Initiated and oversaw the department's CRM transitions, creating documentation and training to ensure successful adoption
- Partnered with leadership to redesign workflows across sales, dispatch, and customer service for improved communication and reduced friction
- Provided ongoing support and iterative updates to internal systems based on team feedback

Administrative Specialist

United States Navy | *2012 – 2016*

- Managed highly sensitive and classified personnel files and administrative operations within secure, fast-paced environments
- Maintained accurate reporting and communication with both leadership and enlisted personnel
- Developed strong habits in structured execution, accountability, and supporting mission-critical logistics under pressure

EDUCATION

Technical Diploma – IT – Software Development Specialist

Chippewa Valley Technical College – Eau Claire, WI

Coursework included: Systems Analysis, Software Design, JavaScript, Python, Database Design, Web Development, Cloud Fundamentals

Ongoing Professional Development

Actively enrolled in self-paced online training to stay up to date on modern technologies and best practices

Recent courses include:

- CompTIA Cloud+ (CV0-004) All-in-One – Anthony Sequeira & Michael Shannon (Udemy)
- Google Cloud Architect Bootcamp – Coursera
- JavaScript and Node.js Mastery – Udemy
- Complete UiPath RPA Developer Course – Udemy