Arthur L. Thomas IV

Washington, D.C. Metropolitan Area

Experience

Graduate Systems Technology Analyst – The Graduate School UMD   December 2017 - Present

- Provided Technical Support for applicants and faculty in Hobsons ApplyYourself/AppReview Systems
- Completed uAchieve Roadmap building training and backend Program encoding training

American Bankers Association – Training/Learning Management Systems & Content Intern   June – August 2017

- Tested the functionality of the Cornerstone's LMS in Microsoft Edge to prepare for deployment of full web browser support
- Managed course copyright submissions and tracking, created copyright processes documentation
- Reviewed course descriptions and search tags (metadata) in ABA's Leaning Management System as part of a user research optimization project
- Created & edited repository of all links to LMS, to aid with server migration project
- Utilized ABA's learning information management system to validate SCORM packages, create and publish courses as well as aided various other admin duties
- Assisted in IT's Intranet Modernization Project on SharePoint Online, with data uploads, page creation and content management. Integrated it with Google Analytics.
- Assisted with Technical Membership Lookup project requirements and documentation as well as assisting with the coding of the login page in HTML & CSS.
- Won ABAs inaugural Business Case competition proposing a marketing campaign and new resource Website with LMS integration

Washington Metropolitan Area Transit Authority (Metro) – Training Intern   May - August 2015

- Utilized WMATA's Learning Management System, data entry of over 200 files, converted physical records to digital, and compiled, organized and archived WMATA training records
- Facilitated training instructors in preparing training course materials
- Performed a variety of office administrative tasks (calls, files, etc.)

Education

University of Maryland, College Park MD, 20741   Expected Graduation: May 2018

- Enrolled as a Government and Politics major, 3.56 GPA

- Related Coursework: Geographical Information Systems for Social Science Research, Advance Quantitative Methods using R, Information Science: Python Programming I, Scope and Methods for Political Science Analysis using Stata 14, Computer Science Intro to C++ Programming, Information & Technology for Business, Introduction to Computer Science via Web Technologies.

Skills

- Programming Languages: Python 3.6, HTML, with some experience in R, CSS, JavaScript and Stata 14
- Software Knowledge: Office 365 (Excel, PPT, Word, Outlook, Access, SharePoint), various Learning Management Systems, Photoshop CS6, Final Cut Pro, WordPress, Google Tag Manager/Analytics, ArcGIS 10.5 and GeoDa
- Fluent in French