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Christina Yvonne Parenteau
PMP, MSLIS

Education & Certifications

MASTER OF SCIENCE, LIBRARY AND INFORMATION SCIENCE, MSLIS
(December 2017)
University of Illinois Urbana-Champaign

PROJECT MANAGEMENT PROFESSIONAL, PMP
(2016)
Project Management Institute

BACHELOR OF ARTS ENGLISH LINGUISTICS
(2007)
California State University San Bernardino

Professional Experience

Programming Database Markup

Working familiarity, and the ability to discuss projects with technical, and non-technical, staff.

Basic Scripting, querying, and design.

Python 2.7 & 3.5 | T-SQL & MySQL |
XML– Metadata Standards, RDF, Schema Creation
HTML 5 | CSS 3 | JavaScript | JQuery | Bootstrap

Applications- Enterprise, Design, Productivity

Application and system administration experience on Microsoft platforms.

Configuration and end-user experience with productivity tools.

MS Server (web/app) | MS SQL Server | MS SharePoint | Jenkins | Subversion | GIT | Basecamp | Service now | Footprints | JIRA | Oracle PeopleSoft Campus Solutions | Hyland OnBase | Adobe Acrobat Pro | Adobe InDesign | MS Office | MS Project | PyCharm | Sublime Text

TAXONOMY/ONTOLOGY DEVELOPER, INTERN
CEB, IS NOW GARTNER [2017] CHAMPAIGN, IL

Developed a multi-purpose domain specific taxonomy for use with a text analytic web application and converted the Taxonomy hierarchy into a text query format.
Tools used: Excel, Python text processing scripts, and Python Natural Language Toolkit ngrams and frequency analysis.
Project Management Style: Agile/Scrum - Iterative Design Process

APPLICATIONS ADMINISTRATOR
UNIVERSITY OF CHICAGO [2014 – 2016] CHICAGO, IL

Academic Application Administration and Systems Integrations Support for the following applications: StarRez (College Housing), AdAstra Schedule (Course Scheduling), PowerFAIDS (Financial Aid), Fusion (Athletics), Ellucian - Matrix (Student Information System), PeopleSoft Campus Solutions Security Module
Technical management and contribution, on concurrent projects.
Collaboration and communication with technical and functional teams across campus to achieve goals and set expectations.
Code releases, and project migrations, to Quality Assurance and Production systems.
Participation in the change management advisory board process for SDLC compliance, and annual policy and process audits.
Security Lead on the Multi-Phase, Institution wide, PeopleSoft Campus Solutions Implementation Project.

DOCUMENT MANAGEMENT SPECIALIST
POMONA COLLEGE [2012 – 2014] CLAREMONT, CA

Main duties were system implementation, operational system support, and technical project management for the enterprise digital document management system.
Led business process discovery, and design, for workflows.
Drafted, and progressively revised, project documentation and technical requirements that were communicated to executive committees and project resources.
Primary OnBase developer and system administrator for all functional areas in Pomona College.
Designed and managed the system maintenance plan, and upgrade schedule, for the OnBase environment (ECM).
Provided technical expertise to integrate the ECM system with the Student Information System.

Current Professional Memberships
2016 to 2017
ALA - American Library Association | ASIS&T - Association for Information Science and Technology
SLA - Special Libraries Association | PMI - Project Management Institute | IA - The Information Architecture Institute

Highlights

ADMINISTRATION OF MULTI-TIER WEB AND DESKTOP APPLICATIONS
MS Server Web/App | MS SQL Database Server
Developed and maintained successful collaborative and lines of communication with network services and DevOps.

EXPERIENCED PROJECT MANAGER
Managed projects of all sizes. From enterprise content management projects, to unit specific application upgrades.

INFORMATION VOCABULARY DESIGN
Provided design guidance for a multi-Institutional enterprise content management taxonomy.

EMOTIONAL INTELLIGENCE
Calm and diligent approach to problem solving and conflict resolution. Active and patient listener who understands the need for diverse communication methods.

DATA GOVERNANCE EXPERIENCE
Led efforts to standardize records retention schedules across administrative and academic departments. Developed records retention policies with diverse user groups.

APPLICATION SECURITY
Advised on best practices, and worked on PeopleSoft security design. Deployed initial application security configuration.

SERVICE SKILLS
Fostered collaborative relationships between consortial institutions. Designed, and delivered, departmental training on common application issues and new technologies.

Professional Experience - Continued

THREE POSITIONS AT: THE CLAREMONT UNIVERSITY CONSORTIUM (CUC) CLAREMONT, CA

MANAGER, RECORDS MANAGEMENT [2010 – 2012] - CUC

Oversaw and provided project management for the Digital Records Management program (OnBase), the Physical Records Management Program, and the Records Digitization Program. Assisted and advised in the creation of document metadata schemas and taxonomies for departments onboarding with the Enterprise Content Management system (OnBase). Participated in consultations for business process solutions. Makes recommendations on application integrations and records management best practices as necessary.
Provided user support and troubleshooting for ECM system.
Operations system manager for the OnBase servers (Web, Application, Full Text Indexing, and Database).

ONBASE PROJECT ADMINISTRATOR [2009 – 2010] - CUC

Provided project management and onsite system administration for the implementation of the ECM system.
Project management and technical contribution for the integration of a Request for Check eForm and digital workflow for integration between OnBase and Datatel (financial system).
Designed digital and print training materials and gave instructional sessions for user testing and application roll-out.
Collaborated with library leadership to establish the Physical Records Management and Document Digitization program.

USER SUPPORT SPECIALIST, LIBRARY [2008 – 2009] - CUC

Developed the curriculum and materials for a successful technical training program open to students/faculty/staff. Taught classes ranging from Microsoft Office to Open Source Solutions.
Designed several Helpdesk projects, and managed the day-to-day assigning of the library and corporate helpdesk issues.
Provided desktop user support to a staff of approximately 80.

REFERENCE/TECH CENTER ASSISTANT
RANCHO CUCAMONGA PUBLIC LIBRARY [2007 – 2008] RANCHO CUCAMONGA, CA, USA

Developed curriculum for technology classes, and provided Tech Center support. Updated reading lists on the library website. Provided reference desk support in the Children's and Adult's sections.

Presentations and Professional Leadership

ASSOCIATION OF INFORMATION AND IMAGE MANAGEMENT (AIIM) 2012
March, 2012 - Presenter
"When Jargon Attacks!: Making communication work with users, IT, and Records Management"

AIIM ANNUAL 2013
March, 2013 - Presenter
"Breaking Bad: How to improve governance and control in open environments."

ONBASE VERTICAL ONBASE GROUP OF USER EXPERTS (VOGUE)
August, 2013 - Co-Presenter
"Upgrading OnBase: Best Practices for Higher Education."

HIGHER EDUCATION USER GROUP
HYLAND SOFTWARE - VERTICAL ONBASE GROUP OF USER EXPERTS
   President: 2012 & 2013
   Vice President: 2010 & 2011
Responsibilities included: planning for the annual user conference, presenting at conferences and leading roundtables, coordinating submission of software enhancement requests, leading user group meetings, and creating content for the Higher Education newsletter and listserv.