

JESSICA CLAIRE

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Career Overview

Over 20 years of administrative and organizational experience utilizing Microsoft Office and Microsoft SharePoint. Goal oriented and team player. Expertise in solving complex, technical, personal and logistical problems, while increasing production goals, on or ahead of schedule.

Qualifications

- Technical help desk experience
- Strong analytical skills
- Web content management
- Strong collaborative skills
- Document management
- Excellent problem solving skills
- Programming and design skills
- Information security

Technical Skills

SharePoint Development	Intermediate	4	September 2014
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Accomplishments

Operational Management

- Identified, recommended and prioritized new portal features and applications in conjunction with business leaders and department managers.

Work Experience

SAP Administrator, 03/2015 to Present

Canon Business Process Services – Schenectady, NY

- Maintained HIRES Log to verify components being processed.
- For components that were deficient, ran Bill of Material comparison to have components updated.
- Performed part number verification on a daily basis utilizing WindChill.
- Downloaded component structures as required to create Bill of Materials in SAP.

SharePoint Developer/Site Data Analyst/Internal Auditor, 09/2011 to 09/2014

Eli Lilly And Company – Newark, NJ

- Processed computers for Navy and Marines Corps activities utilizing Microsoft SharePoint 2010.
- Updated and distributed process documents to leadership within the organization.
- Continuously provided training on processes and procedures.
- Tracked computer delivery on a daily basis utilizing a Milestone Tracker within Microsoft SharePoint.
- Processed 1,103 staging requests, totaling 97,894 computers.
- Extracted data files through Microsoft Excel and analyzed data using pivot tables, enabling the removal of duplicate serial numbers from the SharePoint database.
- Developed an Internal Account Tracker utilizing Microsoft SharePoint that enabled leadership to track training requirements for all personnel within the organization.
- Developed a Master Document Index utilizing Microsoft SharePoint that enabled the organization to track the processes and procedures for computer delivery.
- Administered site, lists, and personal permissions to personnel within the organization.
- Conducted internal audits to monitor the organization's processes and procedures.

Data Analyst/Portal Content Manager, 08/2010 to 06/2011

UNITED STATES JOINT FORCES COMMAND – City, STATE

- Developed on-line portal sites utilizing Microsoft SharePoint 2007, enabling the organization to collaborate more effectively with external customers.
- Administered site, lists, and personal permissions to personnel within the organization.
- Constructed/developed portal site content for 20 Project Teams.
- Conducted audits that identified areas of responsibility that needed to be marked as Deleted, Archived, and Retained.
- This verification process enabled CSG Operations to obtain 100% verification of all portals, providing a smooth transition to a Joint Staff records system.
- Utilized remote interfaces (SharePoint Designer 2007) to develop on-line portal sites, enabling Project Teams to have a repository for increased information/data exchange.
- Briefly worked with creating workflows within Microsoft SharePoint.
- Add, changed, or deleted HTML pages or Web Part pages, and edited Web sites by using a Windows SharePoint Services-compatible editor.

Functional Data Analyst, 10/2008 to 08/2010

SPAWAR – City, STATE

- Constructed maintenance databases for Navy and Marines Corps aviation commands.
- Databases were constructed to allow archiving, retrieving operational and supporting records for each specific aircraft platform.
- Constructed maintenance databases for Naval Aircraft and Aviation Life Survival Equipment to enable Navy and Marines Corps aviation commands to track their components more effectively and efficiently.

- Coordinated the construction and development of personnel training records.

Maintenance Chief Petty Officer, 1987 to 2009

UNITED STATES NAVY – City, STATE

- Managed and supervised multiple personnel.
- Technical knowledge and expertise ensured the day-to-day upkeep and maintenance of the command's LAN Area Network for maintenance users.

- Awarded Navy and Marines Corps Commendation Medal for meticulously collecting, screening and submitting numerous aviation source documents in a timely manner.

- Trained aviation personnel in proper documentation and analytical processes in maintenance management.

- Administered and tracked personnel's Special Maintenance Qualifications (SMQ's) which gave them the required access to complete each assigned maintenance task.

Skills

HTML, Internal Audits, Microsoft Excel, Microsoft SharePoint, Personnel Training, Pivot Tables, SAP

Education and Training

Bachelor of Science: Web Design, 2012

Strayer University - Chesapeake, VA

BS: Web Design, 2012

Web Design