Firdawek Ayele  
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Location: Silver Spring, MD 20902

**PROFESSIONAL SUMMARY**

Results-driven IT professional with 8+ years of experience in designing, developing, and administering enterprise solutions using Microsoft SharePoint (2010–2019, Online/Office 365) and the Power Platform (Power Apps, Power Automate, Power BI, Dataverse).

Proven expertise in modern intranet design, business process automation, and data visualization.

Certified in Microsoft Power Platform Development (PL-400).

**CORE COMPETENCIES**

* SharePoint Development & Administration (On-Premises & Online)
* Power Apps (Canvas & Model-Driven), Power Automate, Power BI
* Office 365 (Teams, OneDrive, Yammer, Planner, Forms, Outlook)
* Business Process Automation & Workflow Design (Nintex, InfoPath)
* SharePoint Migrations (2010→2013→Online, ShareGate)
* Intranet/Extranet Portal Development & Branding
* JavaScript, jQuery, HTML5, CSS, JSON, REST API
* Agile / Scrum Methodologies & SDLC Lifecycle
* Azure Active Directory, MS SQL Server, Visual Studio

**CERTIFICATIONS**

PL-400: Microsoft Power Platform Developer

Microsoft Certified Power Platform Fundamentals

Microsoft Certified Professional (MCP)

**EDUCATION**

Bachelor of Science in Information Systems  
Addis Ababa University – Ethiopia

**PROFESSIONAL EXPERIENCE**

**Microsoft 365 Administrator | Mind Finders Inc | Silver Spring, MD | Aug 2022 – Present**

* Migrated and modernized SharePoint 2016 content to SharePoint Online Communication Sites.
* Developed custom Canvas and Model-Driven Power Apps to replace InfoPath forms.
* Designed Power BI dashboards to track business KPIs across departments.
* Created Dataverse tables and implemented business rules to enforce data integrity.
* Built a Power Apps Portal App for customer-facing site usage.
* Streamlined workflows using Power Automate, enhancing process efficiency by 35%.
* Managed permissions across lists, libraries, and sites to ensure secure collaboration.

**Microsoft 365 Administrator | Food and Drug Administration (FDA) | MD | Sept 2020 – July 2022**

* Developed landing pages and custom modern web parts using SPFx & JSON formatting.
* Integrated Power BI reports directly into SharePoint and MS Teams.
* Automated training requests and confirmations via Power Apps & Power Automate.
* Enhanced user engagement using MS Teams, Yammer, and custom banners.
* Leveraged 3rd-party tools for site usage analytics and optimization.

**SharePoint Developer/ Microsoft 365 Administrator | National Institutes of Health (NIH) | MD | Aug 2017 – Aug 2020**

* Led SharePoint governance practices and multi-level approval workflows using InfoPath and Nintex.
* Designed interactive Power BI dashboards for executive-level reporting.
* Conducted post-deployment support including patching, break-fix, and permission audits.
* Built custom branding and portal consistency using HTML, CSS, and JavaScript.
* Administered SharePoint permissions and training for over 5,000 users.

**SharePoint Developer/ Microsoft 365 Administrator | MedStar Health Washington Hospital Center | DC | June 2015 – July 2017**

* Migrated SharePoint 2010 content to 2013 and Online using ShareGate and PowerShell scripts.
* Created SharePoint Hub Sites and established structured navigation models.
* Developed farm and sandbox solutions using Visual Studio and C#.
* Configured search settings, content organizer rules, and permission levels for departments.
* Proposed and implemented Office 365 tools for collaboration and remote work.

**TECHNICAL SKILLS**

* SharePoint: 2010–2019, Online, Designer, InfoPath
* Power Platform: Power Apps (Canvas & Model-Driven), Power Automate, Power BI, Dataverse
* Languages: C#, ASP.NET, JavaScript, jQuery, HTML5, CSS3, JSON
* Databases: SQL Server 2008/2012, MS Access, Excel
* Tools: Visual Studio 2012/2015, ShareGate, PowerShell, MS Teams, Planner
* Other: Azure Active Directory, Section 508 Compliance