

Loredana Arrowsmith

System Analyst

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| <ul style="list-style-type: none">• A-site/CDE administrator & programmer (expert)• A-site/CDE software developer (expert)• A-site/CDE EDMS management (expert)<ul style="list-style-type: none">• ITIL delivery• AGILE project management• 6 Sigma/LEAN methodology driven | <ul style="list-style-type: none">• eB administrator & programmer (advanced)• Buzzsaw advanced programming (advanced)• Assai – EDMS management (advanced)• SharePoint EDMS management (advanced)<ul style="list-style-type: none">• JIRA reporting solutions• Remedy reporting solutions | <ul style="list-style-type: none">• Spanish (fluent)• Italian (fluent)• French (fluent)• CSCS Card• TSC card• NEC3 document management• ICE Member |
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Employment

Thames Tideway Project – Paddington, London, UK.
System Analyst/Application Support Team Lead

July 2015 - Present

- Monitor, manage and maintain software applications Asite/CDE, Assai, CRM, SharePoint online & on premise 2013, EcoSys & TMS (Treasury management system) to ensure agreed SLAs are met.
- Stakeholder engagement to ensure appropriate use of Asite/CDE NEC workflow post roll out of enhancements such as NCR (nonconformance reporting), EWN, MCR (Materials Compliance Record), Contract reporting (EWN, CE, PMI).
- Member of Change advisory board (CAB) to assessing the end to end impact, development, UAT testing and implementation of live changes across IT BAU service has minimal disruption to live service.
- I have worked closely with business users and also the Enterprise Architecture team to deliver small change projects as well as larger more complex projects as managed by third party vendors which include feature enhancements and new applications on Tideway's SharePoint, Assai, Dynamics CRM and Asite platforms.
- KPI trend analysis on raised incidents and closure codes.
- Server patching and road mapping software enhancement and development in Prod, Pre Prod and Dev.

TFL - Costain Group – Hammersmith, London, UK.

Jan 2015 – July 2015

System Analyst

- Maintain all project information using the project electronic document management system A-site.
- To produce required reports on status of documentation.
- To assist the project health, safety and environmental (SHE) team in the coordination, administration and processing of SHE documentation.
- Assist with writing and assembling the project operations and maintenance manual
- Assist with producing the period project progress report
- Assist the Quality and Design managers with handover and deliverables documentation.
- Assist the senior managers with producing and writing submission of awards papers for industry accreditation.
- Assist and manage the site cabins audit process with both internal and external auditing.
- Manage A-site accounts for the project team in terms of creation, deletion and folder access for information security.
- Maintain NCR, SHE, ITP, RAMS, Permit registers and manage the processing of documentation.
- Maintain schedules of redlines and as-built for DSR and Design teams.

BFKjv Crossrail – London, UK.

May 2011 – Jan 2015

C300/410

Tunnel Coordinator

- Daily construction reports –For both surface and tunnel (TBM) activities documenting labour and plant movements/allocation, including but not limited to: eastbound and westbound tunnel tracking of rings built, start and end chainage, EPB pressure documentation, Grout pressure documentation, loco and rolling stock maintenance reports, mechanical and electrical activities.
- Document controller and EDMS management and allocating eB reference number on system.
- Induction and training scheduling for new hires and new sub-contractors for both internal training and external unique ticketing.
- Author of daily shift reports, daily briefings and labour planning for mechanical department during TBM disassembly. Programme and planning for TBM removal and disassembly.