**MARK S. MOORE**

**Round Rock, TX**

**(214) 616-3316**

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**ENTERPRISE CONTENT MANAGER**

Extensive experience within the Open Text Content Server/Livelink (OTCS) framework, involving research of current process, detailed specification of proposals with Visio diagramming, documentation of build, training materials for execution, maintenance, and training. Adept at analyzing customer needs to create requirements and design documents to realize solutions. Competencies include:

Records Management • System Deployment • Project Management • Business Analysis

Taxonomy Specialist • Workflow Design • CIS Modeling • ECM Governance

**EXPERIENCE**

**General Motors,** Austin, TX **2014 - Present**

**Sr. ECM Consultant/Developer, Detroit, MI (2015 – Present)**

**Sr. ECM Consultant/Developer (Contract position through Mastech) (2014 – 2015)**

Member of team to ramp up OTCS/Archive Server environment and develop a Workflow process to manage HR form submission through fax, email and online form.

* Provided architecture, planning and implementation of Enterprise Content Management (ECM) environment targeting OTCS 10.5 and Archive Server on Linux platform, and Oracle Database.
* Created taxonomy, user-group and permissions structure to facilitate processing and archiving of content containing confidential information.
* Developed Workflow to process HR Forms initiated from scan, email and online forms.
* Created profiles in Enterprise Scan to facilitate indexing of forms and initiation of Workflows.

**Tailwind Associates for** **NCDOT,** Raleigh, NC **2012-2014**

**Sr. Technical Specialist, B.A**

Technical lead on a team to ramp up OTCS and integration to SharePoint.

* Planned and implemented ECM environment targeting a SharePoint 2010 interface and OTCS 10.
* Designed and documented CS 10 foundation and solution specific environments.
* Integrated existing SharePoint team sites by AGA/Content Lifecycle Management Services, including content access, metadata and search.
* Provided incremental development and refinement of metadata models and taxonomy through analysis of content, capabilities and processes from various groups of users and content owners.
* Designed ingestion of content into the ECM system, to support day-forward processes and legacy content migration/ingestion, including methodologies to incorporate search-relevant metadata.

**Quantix Inc. for** [**Catholic Health Initiatives**](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=7&cad=rja&uact=8&ved=2ahUKEwja49rA0rHhAhUI2qwKHQBVAzgQFjAGegQIBhAB&url=https%3A%2F%2Fwww.catholichealthinitiatives.org%2F&usg=AOvVaw20R0WD7MqgbQymaYsT5dHK), Denver, CO **2011-2012**

**Sr. ECM Workflow Developer, B.A.**

Supported the ramping up of OTCS and SharePoint.

* Planned and implemented ECM environment targeting a SharePoint 2010 interface OTCS 10 Document and Site Archive, Records Management and Workflow.
* Provided CS 10 (Livelink) administration integration between CS 10 and SharePoint 2010 using AGA/Content Lifecycle Management Services for MS SharePoint.
* Developed large Workflow using integration of WebForms, WebReports (with Oscript modifications), LiveReports and Content Server Workflow to satisfy contract review and vendor management submittal and review process, providing the user interface to initiate processes and track progress and status.

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**Axyon Consulting**, Plano, TX **2007-2011**

**Program Manager, B.A**

AIIM Certified Specialist in ECM technologies and solutions for Document Management, Records Management, Workflow, Business Intelligence/Reporting, and Collaboration.

* Achieved Microsoft Certified Technology Specialist (MCTS) in SharePoint.
* Provided on-site analysis of customer’s business data infrastructure by system inspection and detailed interviews with principal stakeholders.
* Designed and implemented of ECM environment specific to customer needs, including ECM Governance Taxonomy and Meta-data on the OTCS/Livelink Platform. Design, configure and deploy Community, Information and Security modeling (CIS) for ECM environment for corporate level and business units.
* Experience targeting SQL Server Database and Oracle Database with queries and DB table builds, and experience using Content Server Schema to write queries to access the database tables and columns associated with myriad Content Server/Livelink objects.
* Extensive experience with Admin functionality in development environments for Content Server/Livelink, including installation and upgrading, patch upgrades, module installation, and administration of module functionality.
* Language proficiency with HTML, Javascript, SQL, Xsl, WebReports scripting. XML, etc.
* Project Management on select accounts. Pre-Sales support for areas of expertise.

**EDUCATION**

**Bachelor of Science, Electrical Engineering,** University of Texas at Arlington