**Objective**

Over 10 years of technical experience in the Information Technology Industry with an emphasis of EDMS (Electronic Document Management System) management, administration and workflow process and development.

**Skills**

Microsoft Windows (All Operating Systems), MAC OS X, Linux Ubuntu & Fedora OS, Microsoft Office Suite (Word, Excel, Powerpoint, Outlook), EMC Documentum Application Xtender, Web Xtender, Electronic Document Management Systems, Workflow, Kofax Ascent Capture, Adobe Solutions (Photoshop, Illustrator, InDesign, etc…), HTML, SQL, JAVA, Visual Basic.net, SDLC, PHP, Softbridge Basic Language (SBL), Process Improvement, Business Analysis, Requirements Analysis

**Experience**

**Maris Imaging Solutions, LLC**

**September 2007 – February 2014**

Conversion Specialist – Carlsbad, CA

- Duties include supporting internal operations of scanning departments contracted with multiple cities, state and government agencies, interacting with clients/customer service, and client support. Using EMC Documentum’s Application Xtender (AX) - installed desktop and server stations, image capturing, application integration, built custom applications, application training, technical writing of training tutorials of various components and modules in AX serving administrative support. Used Kofax to support class developments with scripting using Visual Basic. Used Kofax Ascent Capture for high volume scanning solution; setup, install, maintenance and service of scanners. Kofax Transformation Module for touchless processing including document automation and data processing, Remote Desktop Support monitoring of ongoing projects with multiple ongoing projects.

**www.marisimaging.com**

**City of Lake Forest – City Clerk Department**

**May 2007 – September 2007**

EDMS Specialist – Lake Forest, CA

- Duties include quality inspection and assurance of department confidential files and some Engineering Departments maps, client/customer support, technical writing of training materials for City Clerk Department, administration services of EMC Application Xtender and Web Xtender.

**www.buildwithBRS.com**

**City of Los Angeles – Community Redevelopment Agency May 2006 – April 2007**

EDMS Consultant – Los Angeles, CA

- Duties for Backfile Conversion project of the Purchasing Department included high volume scanning of 300,000 images with Kofax Ascent Capture using Kodak 3520 Mid Volume Scanner. Created applications in Documentum/APPGEN and Kofax for department files with field requirements. SQL database held AX information. Images were captured utilizing Kofax, and placed in network repository/filesystem for archival process. Installation, configuration and upgrading document management systems of EMC Documentum working with internal I.T. Department. Utilized EMC Documentum Application Xtender, Web Xtender, AppGen and Kofax Ascent Capture.

**www.crala.org**

**City of San Clemente – Westcoast DPI November 2003 – May 2006**

EDMS Specialist

- Duties include customer service, installation, configuration and administrative functions on Electronic Data Management Systems (EDMS) Documentum. Onsite document imaging support, prepping, scanning, training, and preparing system administration manuals. Managed multiple departments including Sewer & Water, Marine Safety, CASA, Parks & Recreation, Engineering, City Clerk, City Hall, Information Technology and Accounting. Utilized Application Xtender, Web Xtender, AppGen and Kofax Ascent Capture.

**www.san-clemente.org**

**Conversion Projects**

*City of San Clemente – Sewer & Water Department*

Duties: EDMS(Prepping, Scanning, Indexing, Validation, QC)-Kofax Ascent Capture-Documentum Application Xtender/Web Xtender

*City of San Clemente – City Clerk’s Office*

Duties: EDMS(Prepping, Scanning, Indexing, Validation, QC)-Kofax Ascent Capture-Documentum Application Xtender/Web Xtender

*City of San Clemente – City Manager’s Office*

Duties: EDMS(Prepping, Scanning, Indexing, Validation, QC)-Kofax Ascent Capture-Documentum Application Xtender/Web Xtender

*City of San Clemente – Engineering Department*

Duties: EDMS(Prepping, Scanning, Indexing, Validation, QC)-Kofax Ascent Capture-Documentum Application Xtender/Web Xtender

*Rancho California Water District*

Duties: EDMS(Prepping, Scanning, Indexing, Validation, QC)-Kofax Ascent Capture-Documentum Application Xtender/Web Xtender

*California Department of Health Services*

Duties: EDMS(Prepping, Scanning, Indexing, Validation, QC)-Kofax Ascent Capture-Documentum Application Xtender/Web Xtender

*City of Lake Forest – City Clerk’s Office*

Duties: EDMS(Quality Control and Quality Assurance, Technical Writing of Training Materials)-Kofax Ascent Capture-Documentum Application Xtender/Web Xtender

*City of Los Angeles – Community Redevelopment Agency*

Duties: EDMS(Prepping, Scanning, Indexing, Validation, QC, Application Development)-Kofax Ascent Capture-Documentum Application Xtender/Web Xtender

*City of Oceanside – City Clerk’s Office*

Duties: EDMS(Prepping, Scanning, Indexing, Validation, QC)-Kofax Ascent Capture-Documentum Application Xtender/Web Xtender

*City of Vista – City Clerk’s Office*

Duties: EDMS(Prepping, Scanning, Indexing, Validation, QC)-Kofax Ascent Capture-Documentum Application Xtender/Web Xtender