

AVERY EXAMPLE (FICTITIOUS)

Role: Business Applications & Automation Specialist

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Summary

Professional with 8+ years building secure, scalable business applications and automation. Blends low-code (Power Platform) with pro-code (JavaScript, Python, SQL) to streamline operations, reduce costs, and improve data quality across HR, Finance, and Operations.

Core Skills

- Platforms: Power Apps, Power Automate, Power Pages, Dataverse, SharePoint Online, Teams
- Integration: REST/Graph API, Webhooks, Azure Functions, Logic Apps, Service Bus
- Data: Dataverse modeling, SharePoint libraries, SQL, JSON/CSV, ETL patterns
- Dev Practices: Git/Azure DevOps, CI/CD, ALM, environment strategies, tests
- Governance: DLP, security roles, auditing, retention labels, compliance reporting

Experience

Senior Business Applications Consultant — Fictional Employer D (Remote) · Jan 2022 – Present

- Led HR intake automation for PDF resumes with metadata tagging in SharePoint; improved searchability.
- Built recruiting app with role-based security, document preview, dashboards.
- Implemented solution-aware flows and tests; reduced deployment lead time.

Business Applications Developer — Fictional Employer E · Aug 2018 – Dec 2021

- Delivered Teams approvals; cycle time cut from days to <24 hours.
- Created error-handling framework and reliability reporting.
- Integrated APIs to normalize filenames and tag documents.

SharePoint / M365 Analyst — Fictional Employer F · Jul 2015 – Jul 2018

- Migrated workflows to Power Automate; standardized metadata and retention policies.
- Built self-service portal for hundreds of employees; reduced email volume.

Selected Projects

- Resume Intake & Classification: Email-triggered extraction; naming conventions; SharePoint storage; Dataverse candidate creation with role matching.
- Incident Triage Bot: Teams bot routes tickets by keywords and SLA.
- Vendor Onboarding Portal: Power Pages + e-sign + Dataverse; onboarding time reduced.

Education

- B.Sc., Information Systems — University (generic, test)

Certifications

- Power Platform Functional Consultant (PL-200) — test reference
- Power Platform Developer (PL-400) — test reference

Volunteering

- Community mentor for local maker group (generic, test)

NOTE: This document is fictional and contains no personally identifiable information.