Shane Velez

Portfolio • LinkedIn • London

Professional Profile

Business Process Automation Architect with over five years of experience designing and delivering scalable, secure, and maintainable digital solutions. Expert in leveraging Microsoft Power Platform (Power Apps, Power Automate), SharePoint Online, and REST API integrations to streamline operations, improve compliance, and reduce administrative overhead. Adept at translating complex business requirements into user-focused solutions across HR, finance, compliance, and operations. Skilled in end-to-end solution delivery—from stakeholder engagement through to system architecture, development, deployment, and long-term support. Passionate about clean architecture, automation-first design, and cross-system interoperability.

Relevant Experience

Head of Data & Management Information Systems, St Augustine's CE High School   6/2024 to Present
- Architected and rebuilt automation systems following migration to a cloud-based student and staff database
- Designed scalable Power Platform solutions integrated with REST APIs to sync real-time data between systems, eliminating data lag and duplication
- Refactored legacy workflows to improve maintainability and security while reducing admin overhead
- Used PowerShell and Python to handle large-scale data transformations (100k+ rows) for reporting and migration

Digital Innovation Lead/Office Manager, St Augustine's CE High School   9/2021 to 6/2024
- Delivered dozens of Power Platform solutions across HR, finance, safeguarding, trips, and compliance, saving thousands of admin hours annually (please see my portfolio for more details)
- Provided architectural guidance on data design, SharePoint permissions, and scalable delivery
- Led projects from discovery to deployment, ensuring performance, adoption, and maintainability

Web Editor, The Normal School: A Literary Magazine, Fresno, CA   8/2013 to 8/2016
- Built and maintained the publication's website using WordPress, HTML, CSS, PHP and JS
- Improved site traffic and usability with analytics-based improvements and SEO strategies

Key Skills & Technologies

- **Microsoft Stack**: SharePoint, Power Apps (Canvas & Model-Driven), Power BI, Power Automate, Teams
- **Integration:** REST APIs, JSON handling, Office Scripts
- **Programming & Scripting:** Python, PowerShell
- **Web Development:** WordPress, PHP, HTML, CSS, JavaScript (React)
- **Project Management:** Cross-departmental collaboration, process optimization, workflow automation

Additional Experience

Administrator for Senior Leadership Team St Augustine's CE High School, London

(2020-2021)

Shane Velez

English Teacher, Villiers High School, London

(2019-2020)

English Teacher, Jinling A-Level Centre, Nanjing

(2016-2018)

English Teacher, Southlands Schools, Qingdao

(2015-2016)

Lecturer: Academic & Creative Writing, Philosophy & Literature, Ocean University of China, Qingdao

(2014-2015)

Education

Master of Fine Arts in Creative Writing, 2013
California State University, Fresno

Bachelor of Arts in Literature & Writing, 2010
California State University, San Marcos