

## INDEPENDENT SHAREPOINT CONSULTANT

Professional, results-driven independent IT infrastructure consultant with a proven success record of directing a wide range of client technology initiatives while participating in planning, analyzing, and implementing advanced Microsoft technology solutions in support of client business objectives. Excels at providing comprehensive technology design, systems analysis and project management. Proven experience leading all stages of implementation efforts, including requirements definition, design, architecture, documentation, testing, training and support. Excellent project and team leader; able to coordinate and direct all phases of project-based efforts while managing, motivating, mentoring and guiding one or more teams. Experienced in full sales and project delivery coordination and functioning in roles as a technical sales architect, project manager, technical team lead, trainer and team member. Experienced in developing proposals, project plans as well as technical and non-technical documentation and training materials. Proven communication, organization, motivation and documentation skills required to be successful in working with all levels in the corporate organization.

### AREAS OF EXPERTISE:

- Business/Technical requirements gathering and analysis
- Research and technical specification
- Design and architecture
- Planning, implementation, support
- User and Technical Training Development and Delivery
- Project management and risk analysis and mitigation
- Contingency planning
- Technical and non-technical documentation
- Team mentoring and leadership

### TECHNICAL PROFICIENCIES

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**Platforms:** SharePoint 2010/2007, Windows 7/2000/XP/Vista, Windows 2003 Server, Windows 2008 Service, MS Exchange Server, MS Office 2007/2010, MS ISA Server 2006, MS SQL 2005/2008/R2, MS Active Directory

**Networking:** LAN/WAN Administration, VPN, TCP/IP, Network Design Concepts, Firewall Design Concepts, DFS, DNS, WINS, DHCP

**Languages:** VB.NET, Windows Shell Scripting, VBScript, Powershell, VB2010/2008

**Tools:** Nagios, McAfee Virus Protection Utilities, Trackit, SolarWinds, SurfControl, TrendMicro Portal Protect 2.0

**Other:** Technical and Non-technical courseware development and delivery, Windows/SharePoint systems administrator, team mentoring

**Certifications:** Microsoft Certified Systems Engineer (MCSE)  
Microsoft Certified Systems Administrator (MCSA)  
Microsoft Certified Systems Administrator in Messaging (MCSA:Messaging)  
Microsoft Certified Trainer (2001-2005). Not Active, but grand-fathered and in good standing with Microsoft.

## PROFESSIONAL EXPERIENCE

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### **EMS SOLUTIONS GROUP, Olathe, Kansas (2007 – Present)** **Independent SharePoint Consultant/Principal Consultant**

#### **August 2011 – October 2011**

EMS is partnered with SpringPoint Technologies and their client to implemented two independent SharePoint 2010 farms for divisions split from the parent company. After implementing and providing a comprehensive build document, EMS continued with administration and support assistance at their internal teams prepared the sites with content.

#### **April 2011 – October 2011**

EMS is partnered with SpringPoint Technologies, based in Tulsa, OK and their client, a global marine navigation device manufacturer to implement SharePoint 2010 as a global communication and collaboration platform to replace their segregated MOSS 2007 and WSS 3.0 installations. The client is geographically dispersed, with offices in the US, Mexico, Europe, the Far East and Australia.

EMS and SpringPoint consultants are tasked with gathering requirements for the new implementation, architecting the physical and logical components of the platform and implementing to solution and training end-users and administrators on the SharePoint 2010/Office 2010 platform and the processes of managing content in the SharePoint 2010 farm.

#### **Key Achievements:**

- Architected a SharePoint 2010 SP1 infrastructure for a diverse and global organization
- Worked with key stakeholders to map requirements to SharePoint 2010 functionality
- Implementing the physical architecture, consisting of
  - SQL Server 2008 R2 Active/Passive Cluster
  - Two SharePoint 2010 SP1 Front-End Servers in a WNLB Cluster
  - SharePoint 2010 SP1 Application Server for Services and Indexing
- Architected a taxonomy for tagging distinct silos of content
- Implemented the security model for both internal and external access
- Implemented backup scripts to manage SQL databases and logs
- Trained the Administration team
- Delivered a comprehensive build, backup and recovery strategy and operations guide

#### **September 2010 – January 2011**

Worked with partner/client Pointbridge and their client, a global medical journal publisher to migrate from SharePoint 2007 SP1 on a multi-server 32-bit environment to a SharePoint 2007 SP2 on a multi-server 64-bit environment in preparation to upgrade to SharePoint 2010 in 2011. The new production environment consisted of three dedicated front-end/query servers and a fourth front-end/index server running on Windows 2008 R2 Standard x64, an active/passive SQL 2008 R2 Enterprise x64 SQL environment and SQL 2008 R2 Reporting Services Server. The overall project consisted of several small projects but the overall objective of the project was to upgrade to SharePoint 2007 SP2 and migrate to a new set of servers. The smaller projects included:

- Identifying configuration, content and external databases that needed to be migrated to the new infrastructure
- Working with group of on-shore and off-shore developers and techs to identify custom and 3<sup>rd</sup> party applications used in the existing portal
- Building out the new x64 infrastructure from a base Windows 2008 R2 Server installation.
- Planning the upgrade and migration of 1.2 terabytes SharePoint content
- Migrating configuration data over to the new farm, including Central Administration and SSP configuration information, installation and configuration of custom and 3<sup>rd</sup> party applications.
- Implement SQL Server 2008 R2 Reporting Services in SharePoint Integration Mode
- Complete documentation of build and configuration
- Migration Execution

## **Key Achievements**

- The project was completed on-time
- The upgrade was completed ahead of schedule allowing the testing teams to perform additional testing to ensure a positive user experience.
- Very positive user and client feedback regarding the success of the migration

## **July 2010 – September 2010**

Working with a national Financial Analysis corporation based in Boston, Massachusetts to design and implement a multi-server, multi-site SharePoint 2010 infrastructure. The production design includes dual SharePoint 2010 web front ends load-balanced with a Cisco IP Load-balancing device and an Active/Passive SQL 2008 Cluster. The D/R design includes a separate SharePoint 2010 farm and SQL 2008 server. Database Mirroring is configured between the production farm in Boston and the D/R farm in Chicago. Tasks included administrator training, full build documentation for the production and D/R site, backup and recovery documentation, D/R failover and fail back documentation, operational documentation and functional/performance testing documentation. Performance testing was accomplished using Visual Studio testing tools.

## **January 2010 – April 2010**

Working with Unified Communications Company based in Broken Arrow, Oklahoma to design and implement an Internet, Intranet and Extranet presence using Microsoft SharePoint 2007. The multi-server, multi-application infrastructure will provide the platform to build and promote communication and collaboration with departments and customers.

## **Key Achievements**

- Worked with client to define the requirements of the Internet, intranet and extranet presence in terms of taxonomy, functionality, hardware redundancy and scalability.
- Built out and fully document the construction and configuration of the multi-server implementation up to the current milestone. Will continue to document customizations to the environment.
- Develop a training plan for administrators and end-users.
- Restructured their Active Directory environment and prepared them for Windows 2008 upgrades.

## **July 2009 – January 2010**

Worked with a large, multi-company/site construction firm headquartered in Tulsa, Oklahoma to design and implement from the ground up a SharePoint 2007 infrastructure to support their intranet and extranet needs. The SharePoint farm will support office and construction sites around the country as well as extranet collaboration between outside vendors, partners and clients.

### **Key Achievements**

- Worked with the client to help them understand the functionality of SharePoint which allowed them to make informed design and implementation decisions.
- Was completely responsible for the overall physical and logical design, implementation plan, documentation and training.
- Completed a 75 page gap-analysis document to determine functionality and requirement gaps between an existing implementation and the existing design specification.
- Completed a comprehensive step-by-step build out document that will allow the client to reproduce every detail of the implementation in another environment or for disaster recovery.
- Implemented the test, development and production SharePoint environments.
- The three physical environments consisted of Windows 2008 servers, SharePoint 2007 Service Pack 2, a single index server and application server and two frontend servers load-balanced with Windows Network Load Balancing Service.
- The logical environment consisted of four web applications, 18 site collection homed in separate databases for database management, five alternate access URL paths for the separate companies and a security model to allow access to specific parts for external and internal clients.
- Exchange knowledge on SharePoint with both the administration and development team
- Developed Backup and Recovery documentation and practice guidelines.
- Wrote step-by-step build document for the production environment. Document was 297 pages.

## **April 2009 – July 2009**

Worked with a medium-sized Accounting firm headquartered in Tulsa, Oklahoma to design a SharePoint platform that met their strict intranet and extranet design and security requirements. I mentored the CIO and the network administrator on SharePoint principals to allow them to make informed design and implementation details.

### **Key Achievements**

- Hosted several design sessions with the IT staff to work through base requirements for the SharePoint implementation.
- Hosted two user-focused SharePoint brainstorming demo sessions to educate the user community of the capabilities of the SharePoint platform.
- Laid out the plan and architecture to move forward as time and budget permit.

## **March 2009**

Senior SharePoint Consultant for an Electric Co-op in Kalispell, Montana who are preparing to use SharePoint as their launch pad for a corporate intranet and extranet presence.

### **Key Achievements:**

- Developed a fully functional SharePoint environment to use in the live demo for the Executive team. The live demo demonstrated and showcased a number of SharePoint features and functions that would aid the organization in streamlining business processes and managing content. The demo showcased content management, content creation, InfoPath 2007, workflow, search, document management features, metadata assignment, security and platform scalability.
- Worked with the IT team and development staff to educate them on techniques of performing business requirements gathering of current business processes for each department and department content taxonomies.
- Lead a architecture design session to work out infrastructure requirements and capacity planning.
- Built out and documented the Phase I production environment.

## January 2009 – February 2009

Senior SharePoint Infrastructure Consultant for a large international circuit board manufacturer in St. Petersburg, Florida. Tasked to assist the internal SharePoint administrator and the project team to overcome hurdles and ensure the SharePoint project is delivered by the go-live date of February 16<sup>th</sup>, 2009.

### Key Achievements:

- Reviewed the current SharePoint architecture and design decisions to ensure they met best practices
- Built out and documented the construction of the new test and development environments
- Developed several STSADM scripts and SQL Queries to aide in the creation, migration and configuration of SharePoint pilot and non-pilot sites in the new production environment

## January 2009

Senior SharePoint infrastructure Consultant for a large international law firm based in Chicago, Illinois to evaluate and correct issues pertaining to the production SharePoint environment that was being prepared for go-live.

### Key Achievements:

- Diagnose issues captured in Event Viewer and discovered by team
- Work with the client IT team to modify the highly restricted Group Policies to allow proper rights assignments to service accounts on local SharePoint Servers
- Documented proof of correction for the event viewer errors and issues documented by the team
- Ran the SharePoint Best Practices Analyzer to ensure there were no configuration issues with the SharePoint setup
- Worked with the client support teams to review discovered issue, discuss performance monitoring needs and to educate the team on proper management techniques for their respective responsibilities of the SharePoint farm.

## December 2008

Senior SharePoint consultant to assist with the design and implementation of a multi-facet SharePoint environment for a large Chicago metropolitan municipality. The multi-phased project will include phases for an Internet presence, an extranet and intranet. The initial phase was to implement SharePoint for use as the Internet presence.

### Key Achievements:

- Build farm environment from raw servers to functioning Windows 2003 R2 SharePoint servers
- Bring the individual server components together into the SharePoint Farm
- Install and configured SQL Server 2005
- Configured the Internet presence, mysite and SSP web applications
- Provide as-built documentation of the farm installation and configuration
- Laid out next steps to implement the Extranet presence using the MySite functionality and an additional SSP for secure content crawling.
- Assist transitioning the environment over to the development team for custom branding and development of features.

## **December 2008 – January 2009**

Consulting as a Senior SharePoint Architect and Trainer to design and implement an Intranet for a 2500 person Insurance Services company in Kalispell, Montana.

### **Key Achievements:**

- Architect a scalable and redundant solutions built on the Microsoft SharePoint Server 2007 platform for their intranet presence
- Full infrastructure design of physical and logical SharePoint farm on Windows Server 2008 for a primary and secondary site
- SQL 2005 Cluster build out and documentation
- SQL log shipping for SharePoint database from primary to secondary site locations
- Farm build out implementation and documentation
- Design and implement backup, change management and governance policies
- Trained engineering team on all configuration parameters in Central Administration
- Trained helpdesk staff on supporting common SharePoint scenarios on go-live and how to create proper end-user documentation for self-service

## **September 2008 – October 2008**

Consulted in the role of a Senior SharePoint consultant and Trainer for a large multi-facility technical training university in Tulsa, Oklahoma. Tasks centered around completing the rollout of their Internet presence, which is built completely on the Microsoft Office SharePoint Server 2007 platform and training the teams that will publish content to the .

### **Key Achievements:**

- Architected and provided detailed technical guidance and documentation to implement the security model post-implementation.
- Developed the backend-SQL process that reads the IIS log files on each front-end web server, parses and aggregates search query strings and writes the aggregated data to a table that is used by the Tag Cloud web part.
- Built and fully documented the development environment
- Developed and presented a SharePoint 2007 users class for 40 students
- Presented a SharePoint 2007 Overview to a group of over 30 directors and C-level executives
- Worked with the technical teams to provide knowledge transfer of processes and technical information so that they can support the SharePoint implementation.
- Worked with development team as a SharePoint functionality SME to provide guidance on SharePoint-specific questions and issues.

## **March 2008 – June 2008**

Consulted with an international multi-site research and marketing firm to re-architect the corporate single-server SharePoint 2007 farm into a multi-server SharePoint farm and migrate thirty SharePoint 2003 project sites.

### **Key Achievements:**

- Responsible for revamping the current SharePoint 2007 implementation to provide more scalability and fault-tolerance while minimizing the impact to the current LOB applications that use the infrastructure for document repositories.

- Design requirements included a farm that would scale up and out as usage grew, could be fully utilized, required the migration and implementation of existing MySites and was recoverable using native and third-party backup tools.
- Implementation had to be fully documented and reproducible to build out the development, test, staging, disaster recovery and production SharePoint 2007 environments. Worked with the infrastructure team, PMO, development team, testers and business units to design a scalable and reproducible SharePoint 2007 environment that integrated custom LOB applications, Microsoft CRM and custom workflows.
- As a result of excellent planning and documentation, the migration was invisible to the business units. The client has a well performing, fully documented and recoverable system that has full search functionality and is fully backed up nightly.

## **August 2007 – March 2008**

Consulted with a 300-person marketing firm to architect and implement numerous infrastructure focused projects within the network environment.

### **Key Achievements:**

- Planned, architected and coordinated a large scale file server migration to restructure the file system folder and share structures, architect the NTFS security implementation and migrate nearly 4 terabytes of content to a new server and implement a domain-based DFS infrastructure to reorganize company, department and personal shares.
- Migrated the IT department from Track-it 7.0 to Track-it 8.5.
- Migrated the backup infrastructure from Backup Exec 10D to Backup Exec 11D and implemented Backup Exec Reporting.
- Developed a number of VBscripts including a rewrite of the current login script and a script that sends e-mail password notifications to roaming or home-based sales members. The script determines who requires a notification based on a specific group membership.

## **August 2007 – October 2007**

Consulted with a large non-profit organization to architect and develop a Windows-based Children's Library application to support 10 users and contain roughly 5,000 book titles.

### **Key Achievements:**

- Application was written in VB.NET 2007 and used SQL 2005 as the back-end database and SQL Reporting Services 2005 to handle reporting and labels.
- Responsible for leading the project, gathering requirements, prototyping the application for approval, developing and implementing the application and training users on the application functions.