**Shae Ramsey**

**IT Professional | Microsoft SharePoint Specialist | Content Creator | Designer**

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OVERVIEW

* EXPERIENCE: 23-Year IT professional with 11 years’ experience with the Microsoft Stack
* SKILL: Certified SharePoint Admin and IT Business Integrator with soft skills and an eye for design
* EDUCATION: BS in Computer Science with honors and a database specialty

EXPERIENCE

Eli Lilly and Company

Indianapolis, Indiana

Oct. 2019 – Present. *Business Integrator* for 140+ year-old leading pharmaceutical company.

* Served as vendor manager and business liaison/integrator for a suite of Global Manufacturing packaging products including BLUE, TVT and EyeC.
* Participated in Cybersecurity (2020) and Data Science (2021) apprenticeships through Purdue University.

Mar. 2016 – Oct. 2019. *SharePoint DevOps and IT Process Automation Engineer*.

* Managed and migrated SharePoint Online sites with AvePoint, Metalogix, ShareGate and other tools.
* Managed and supported O365 suite including Office, SharePoint, Exchange, Yammer, MyAnalytics, OneDrive, Skype, Teams and Power BI.

Cigna Health Insurance

Indianapolis, Indiana

Mar. 2015 – March 2016. *SharePoint Administrator* for Sagamore Health Network division.

* Architected, installed and configured scalable three-tier 2013 Enterprise development, test and production farms.
* Converted static Intranet to SharePoint 2013 Intranet with fresh custom branding.
* Performed SQL DBA, business intelligence and development duties.

RoundTower Technologies

Cincinnati, Ohio

Jun. 2014 – Mar. 2015. *Senior Systems Engineer* and *Team Lead* for information technology consulting firm.

* Led a team of three Microsoft technologies experts.
* Performed SharePoint Administration and development duties for clients.

Cincinnati Bell Technology Solutions

Cincinnati, Ohio

Feb. 2013 – Jun. 2014. *SharePoint Administrator* for Cincinnati Bell Technology Solutions and Telephone.

* Managed 17 SharePoint farms including WSS 2, WSS 3, 2007 Enterprise, 2010 Foundation, 2010 Enterprise, and 2013 Enterprise.
* Architected, installed and configured scalable three-tier 2013 development and production farms for upgrade and consolidation of company SharePoint data.
* Upgraded all legacy farms to SharePoint 2013 Enterprise edition.
* Created and led company SharePoint strategy including governance, disaster recovery, and development standards.
* Moved company Intranet from FrontPage static website to SharePoint 2013 with custom branding.
* Developed IT’s change management application in SharePoint 2010.

PCMS Datafit

Cincinnati, Ohio

Jan. 2012 – Feb. 2013. *Technology Consultant* for Microsoft Certified Gold Partner.

* Upgraded and redesigned company Intranet in SharePoint 2010.
* Created customizable, salable SharePoint 2010 branding packages for consulting practice.
* Performed successful disaster recovery for client’s SharePoint 2010 Enterprise farm after configuration database loss.

Hill-Rom

Batesville, Indiana

Feb. 2008 – Nov. 2011. *SharePoint Administrator* for 80-year-old medical device company.

* Architected, installed and configured SharePoint 2010 Enterprise prod, test and dev environments.
* Upgraded company collaboration environment from 2003 to 2007 then from 2007 to 2010.
* Developed and led company SharePoint strategy, governance plan and company standards.

Key Art Publishing

Indianapolis, IN

Apr. 1998 – Apr. 2003. *Production Manager/Webmaster* for magazine and dot com company.

* Managed team of 6 web developers and graphic artists plus temps.
* Oversaw production of 5 weekly magazines with no missed deadlines.
* Oversaw and maintained four company web sites.
* Reorganized workflow to eliminate three typesetting positions, saving company $66,000 annually.
* Streamlined paperwork, consolidating 25 forms into 3 and dramatically reducing production errors.

SKILL

Certifications and Continuing Education

* Microsoft Certified IT Professional (MCITP) certification in SharePoint 2010 administration
* Microsoft Specialist (MS) certification in HTML5 with JavaScript and CSS3
* Eli Lilly and Company Cybersecurity Apprenticeship through Purdue University, 2020
* Eli Lilly and Company Data Science Apprenticeship through Purdue University, 2021
* ITIL V3 Foundation certified through ITIL
* Implementing Robotic Process Automation and Using RPA in the Workplace badges via Skillsoft

Other Skills

* Application development with .Net, Visual Basic, C#, C++, Java, Perl, PHP, Python and more using object-oriented programming, SDLC, and many methodologies including Agile and Critical Chain
* Web design with HTML5, CSS3, JavaScript, HCI and WC3 principles, design, and content creation
* Automation Anywhere Robotic Process Automation (RPA), process improvement, workflow design
* Graphic design, photo manipulation, InDesign, Adobe Creative Suite
* SharePoint administration and development with WSS 2.0, WSS 3.0, 2007 Enterprise, 2010 Foundation, 2010 Enterprise, 2013 Enterprise, and SharePoint Online
* SharePoint physical architecture design, build, and configuration of internal and external farms
* SharePoint information architecture design, taxonomy, and managed metadata
* SharePoint custom and composite development and branding utilizing InfoPath, Visual Studio, Design Manager and SharePoint Designer to create and manipulate web parts, workflows, forms, master pages, XSLT, custom lists, views, workflows, calculated columns, content types and more.
* Leadership of SharePoint strategy, governance, disaster recovery, and development standards
* Knowledge of SharePoint-adjacent technologies such as Office Web Apps, Workflow Manager, Project Server, STSADM, Active Directory, IIS, SQL, and PowerShell
* Upgrades through many versions, manually (database attach) and with migration tools
* Knowledge of ITIL, HIPAA, PHI, policies and procedures of medical industry
* Soft skills including communication, training, public speaking, technical writing, and proofreading

EDUCATION

Indiana University Purdue University Indianapolis (IUPUI)

Master of English from Indiana University

Indianapolis, IN

Fall 2015 - Fall 2019.

* Graduated with a focus on Creative Nonfiction writing.
* Presented my research at graduate symposium *Crossing Boundaries in Literature, Theory and Culture*, hosted by Purdue University: “The ‘Ordure from the Cream’: Hygiene and Race in the Poetry of Gwendolyn Brooks.”

Indiana University Purdue University Indianapolis (IUPUI)

Bachelor of Computer Science from Purdue University

Indianapolis, IN

Fall 2002 - Fall 2007.

* Graduated with honors, specialty in database design, and philosophy minor.
* Activities included Phi Eta Sigma, Alpha Lambda Delta, Honors Program, CS Club, Dean's List; Honors Scholarships 2004-2007; volunteering at The Julian Center, Forum for Animal Rights, Aftercare for Indiana through Mentoring, Race for the Cure; 2nd place in Ayn Rand Institute essay contest, 2004.
* Campus jobs included *Teaching Assistant* for Java Programming I and II, *CS Department Graduate Admissions assistant*, *Consultant Support Specialist* for UITS Student Technology Consulting.

Indiana Vocational Technical College

Associate of Graphic Art Technology

Evansville, IN

Fall 1987 - Spring 1990.

* Graduated with specialty in Photography and minor in Video Production.

ADDITIONAL INTERESTS

* Freelance web developer since 1998.
* Hobbyist text adventure programmer with Inform 8.
* Past President and past Sergeant of Arms of Batesville, Indiana Toastmasters.
* Published writer for News 4U, Evansville Business Journal, Nuvo, Punchnels, and more.