

James Zimmerman

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OBJECTIVE

To continue my career with an organization that will utilize my Project Management and Development skills to benefit mutual growth and success.

EXPERIENCE

Open Systems Technology • 08/03/2013 – 03/02/2018

IT Contractor

Contracted to Citi, Tampa, FL

Roles

Sharepoint Developer

- Responsibilities:

- Managed multiple concurrent projects using SharePoint 2010 and 2013
- Set up new sites/projects
- Working with Web Parts/Charts
- Create modify and delete Sharepoint accounts as directed and in compliance with all standard operating procedures
- Lead Developer for Projects
- Prepared test plans and led testing efforts and implemented defined solutions
- Established and maintained relationships with business stakeholders / users
- Analyzed system processes and provided appropriate designs and recommended improvements if required.
- Provided technical support for project lifecycle and documented it.
- Meet with users to get feedback, identify issues, and define goals for further SharePoint work
- Custom Form development using InfoPath
- JavaScript and VbScript Coding
- Use of primary and Secondary Data Connections
- Write Results to Library and Lists
- Provide SharePoint Support
- Creation of Workflows
- Turn Requirements into Sharepoint based solution
- Use of MS Sharepoint Designer
- Development of Custom workflows
- Development of Dashboards
- Troubleshooting/Issue resolution
- Created Documentation for users

Projects:

Exit Strategy Questionnaire

Very large questionnaire developed using InfoPath/Sharepoint 2010 for businesses to create a scorecard to give them a rating in several areas of the Exit Strategy for Third Party Vendors. The value of the answers is calculated using Sharepoint workflows and those values are placed in a color coded scorecard using a "Read Only" Infopath form. Workflows were used to send emails based on the status and approval level of the questionnaire. MS Access was used to upload data to list on a daily basis.

TPM Exception/Exemption Tracking

Questionnaire developed using InfoPath/Sharepoint 2010 for Third Party Risk Management.

Workflows used to send status emails and create stats for a dashboard. Dashboard created using Content Web Parts, Chart Web Parts and custom CSS. Sharepoint Designer used for workflow creation and custom pages.

Third Party Risk management: Quality Program Oversight

Questionnaire developed using InfoPath/Sharepoint 2013 for Third Party Risk Management. Requirements included status emails and a dashboard for tracking results in real-time. Dashboard created using Content Web Parts, Chart Web Parts and custom CSS. Sharepoint Designer used for workflow creation and custom pages.

TPM Governance

Survey developed using InfoPath/Sharepoint 2010. Survey required to be complete quarterly and annually. Workflows sent emails based on status of the survey. Used Sharepoint Designer for developing workflows.

Similar projects included:

- **CTPMI: Internal Artifact Tracker**
- **Noteworthy News**
- **TP-RAP Issue Log**
- **TPM Data Reconciliation**

Project Tracker

Developed to track group's projects using InfoPath/Sharepoint 2013. Workflows used to send Notification emails and add project to Corporate Projects site.

Project Manager

- Responsibilities:
 - Created UI Wireframe Mock-ups
 - Created Support Documentation
 - Provided technical support for project lifecycle and documented it.
 - Meet with users to get feedback, identify issues, and define goals for further SharePoint work
 - Set up Roles, Timelines and completion dates
 - Held weekly status meetings

Projects:

BAW Portal

Creation of Portal site to used by all members of BAW. Used HTML, CSS, JavaScript. Content was managed using custom created Rich Text Editor and stored content as XML.

Business Activity Warehouse Portal Migration

Migration of a previous project from a standard web environment to Sharepoint 2013. Managed the project and performed developer role as well.

- **Web Developer**
 - Major JavaScript Coding
 - HTML, CSS
 - Graphic Design: Provided Image Creation and Editing
 - Developed Rich Text Editor for Updating Content
 - Managed Content Updates
 - All Development was Client Side Due to Web Environment(BAW Portal)
 - Created “Smart” Form
 - Created Content Management Guidelines Document
 - HTML, JavaScript, XML, CSS, jQuery
 - Provided “Best Practices” for Managing the Portal

- **Tools Used:**
 - Sharpoint Designer 2010 and 2013
 - InfoPath Designer 2010 and 2013
 - Microsoft Visual Studio 2017
 - Performance Point Dashboard Designer
 - Adobe PhotoShop
 - Adobe Dreamweaver
 - Microsoft Office 2016
 - Microsoft Visio
 - Microsoft Project
 - Microsoft Access

Unisys Corporation • 07/17/2000 – 06/12/2013

Manager, Special Projects – Corporate Marketing and Communications

- **Marketing Campaign Web support**
 - Created HTML Emails for Use in Siebel and other CRM Tools
 - Created Alternate Web-based Email for Non-supported Email Clients
 - Managed Mailing Lists
 - Built Application to check addresses against Opt-Out list
 - Created Landing Pages
 - Collected Client Information
 - Tracked and Reported Results

- **Project Management**
 - Wireframing
 - Implemented the Strategic Planning
 - Created Project Plan (MS Project)
 - Ran Status Meetings Through Progression of Project
 - Assigned Tasks, Set Dates
 - Created Testing Plans as Needed
 - Reported Progress to Stakeholders
 - Completed Project Summary, Measured Results as Needed

- **Web Development**
 - Developed Sites Both Internal and Client Facing

- **Database**
 - Front End development with SQL Server, Oracle back end.
 - Managed Oracle, SQL Server, MySQL Databases
 - MS SQL Studio Express
 - Oracle Designer

- Oracle Developer
- Oracle Application Express
- Oracle SQL Developer
- Oracle JDeveloper
- Siebel

- Web Application Development
 - ROI Calculator – Calculates ROI and returns in depth report in PDF form.
 - Transaction Ticker – Shows real-time number of transactions being processed By Enterprise Server – used at Microsoft Partner Expo by **Bill Gates**
 - Database Driven Forms – Writes results to database, sends HTML email
 - Email Validation Tool – Checked email addresses against “Do Not Send” List
 - Created FLASH based games for Campaigns and Events
- Content Management
 - ATG Content Management System
 - WordPress
 - Lead Migration from ATG to SharePoint 2013
 - Worked with Content Managers to Keep Content Current
 - Updated Press Releases
 - Made Sure that all Content, Images Met Branding Standards
- Support Company Blog (WordPress) and Social Media
 - Created Templates to Be Implemented in WordPress
 - Managed Plugins
 - Customized Plugins to Meet Needs
 - Built Plugins
 - Managed Company Facebook Site
 - Developed Elements using Facebook Language
 - Created FLASH Company Timeline
- HTML Email
 - Created Email Platform Friendly HTML Emails
 - Emails tracked through Siebel

Awards: Silver Recognition Award February 2002, March 2007

Judge Technical Services • 12/01/1999 – 07/17/2000

IT Contractor

Web Developer Contracted to Unisys Corporation, Blue Bell, PA

- Web Support
- HTML to .ASP conversion
- Content Management

James Creative • 05/01/1995 – Present

Owner – Freelance Web Developer

- Web Design and Development

- SharePoint Development
- Web Application Development
- Image editing/creation
- Online Marketing
- Social Media

SKILLS

- HTML, JavaScript, .ASP, .PHP, CSS
- WordPress Development/Administration
- PhotoShop, Fireworks, Dreamweaver, Flash, Swish
- Graphic design
- Web Marketing, SEO
- Email Marketing
- Social Media
- Microsoft: SharePoint, Excel, Word, PowerPoint, Access, Visio
- SQL Server, MySQL

Recent Projects:

- [Supremeflorida.com](#)
- [Beacon Health](#)

EDUCATION

Shippensburg University • September 1982 – June 1986
Elementary Education/Math

Pennsylvania State University • December 1998

- Web Master Certification

Tests Completed

- Kenexa: Prove It – Microsoft Excel 2013 – 96%

Certifications

- Microsoft Enterprise Search
- Microsoft SharePoint 2010
- Microsoft SharePoint 2013

Clubs/Organizations

- American Marketing Association

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PROFESSIONAL REFERENCES

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