

# NIKKI WRIGHT

## SHAREPOINT ADMINISTRATOR/DEVELOPER

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(603) 924-7398 • [www.codergrll.net](http://www.codergrll.net)

### TECHNICAL PROFICIENCIES

Platforms: Windows 9x/NT/2000/XP/Vista/7/8, Windows Server 2012, IIS 6/7, Mac OS

Databases: Oracle 11g, SQL Server 2003-2012

Languages: T-SQL, PL-SQL, JavaScript, HTML5, CSS, ASP, C#, Visual Basic, Visual Basic for Applications, XML, PowerShell

Tools: SharePoint Designer, InfoPath, Business Objects & Crystal Reports XI

Microsoft Office Suite, Microsoft Access, Adobe Acrobat XI, SSRS/SSIS, Visual Studio 2015, K2 Workflows & SmartObjects, Team Foundation Server

### PROFESSIONAL EXPERIENCE

**Elliot Health System**, Manchester, NH

January 2016 to Present

**SharePoint Administrator, ITSG**

#### Technical Environment:

- Database: MS Access 2013, SQL Server 2012
- Software: Visual Studio 2013, InfoPath 2013, SharePoint Designer 2013,
- Programming/Scripting Language: PowerShell, JavaScript, jQuery, SSRS

#### Tasks & Responsibilities:

- Responsible for supporting all activities related to the Enterprise SharePoint and intranet environments including installation, configuration, maintenance, integration, and improvement.
- Coordinates with appropriate departmental and organizational resources to design, implement, and improve solutions related to SharePoint and intranet technologies.
- Migrates data and applications from legacy intranet systems to Enterprise SharePoint environment, as needed.
- Maintains appropriate security for assigned systems and applications, in accordance with HIPAA and other regulatory guidelines.

**Horizon Solutions LLC**, Manchester, NH

December 2014 to Present

**SharePoint Administrator/Developer, IT Department**

#### Technical Environment:

- Database: MS Access 2013, SQL Server 2012
- Software: Visual Studio 2013, InfoPath 2013, SharePoint Designer 2013,
- Programming/Scripting Language: PowerShell, JavaScript, jQuery, SSRS

#### Tasks & Responsibilities:

- Responsible for design, development, implementation and ongoing support for WSS 2.0 & SharePoint 2013 infrastructure.
- Development and design of business automation solutions using K2 based workflows and SmartForms.
- Design and create documents & training tools for end users.
- Migration of existing system content to Office 365 cloud based environment.

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**TD Bank, West Falmouth, ME**

**March 2014 to October 2014**

**SharePoint Analyst (W-2 Consultant), Technology Risk Management and Information Security**

**Technical Environment:**

- Database: MS Access 2010
- Software: Microsoft Excel 2010, InfoPath 2010, SharePoint Designer 2010
- Programming/Scripting Language: VBA

**Tasks & Responsibilities:**

- Integrating and automating multiple sources of Data using the Microsoft Office Suite (Access, Excel, PowerPoint, Word, SharePoint, InfoPath)
- Identifying possible data sources to integrate using current and past legacy systems.
- Integrating all data sources into one or multiple tables in a customized analytical format using MS Access & Excel.
- Linked MS Access data sources to MS Excel Pivot Tables for multiple users.
- Created ad hoc and canned reports
- Created advanced charts in MS Excel.
- Developed VBA code in MS Office to automate data collection and integration processes
- Lead specialized analysis and development efforts for analysts and team leaders.

**TD Bank, West Falmouth, ME**

**September 2013 to March 2014**

**SharePoint Developer (W-2 Consultant), Change Management**

**Technical Environment:**

- Database: MS Access 2010
- Software: Microsoft Excel 2010, InfoPath 2010, SharePoint Designer 2010
- Programming/Scripting Language: JavaScript, Visual Basic, XML

**Tasks & Responsibilities:**

- Design & develop custom components for corporate intranet websites deployed to SharePoint 2010, SharePoint Foundation 2010, MOSS 2007 and WSS 3.0 environments.
- Developed custom applications in support of Dodd Frank project utilizing SharePoint that leverage the use of OOTB SharePoint features and functionality.

**Fairmount Behavioral Health System, Philadelphia, PA**

**September 2012 to January 2015**

**SharePoint & Database Developer (1099 Consultant)**

**Technical Environment:**

- Database: MS Access 2010, SQL Server 2008
- Software: Adobe Acrobat X, Microsoft Word 2010, InfoPath 2010, SharePoint 2010
- Programming/Scripting Language: JavaScript, Visual Basic, VBA for Application

**Tasks & Responsibilities:**

- Converted existing Excel worksheets to InfoPath forms in SharePoint site.
- Created custom reporting system using MS Access.
- Designed custom Windows Desktop application for patient charts.

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**Berkadia Commercial Mortgage**, Horsham, PA  
January 2013 to June 2013

**Sr. Web Developer (W-2 Consultant)**

**Technical Environment:**

- Database: SQL Server 2008
- Programming/Scripting Language: T-SQL, JavaScript, VB.NET, SSRS

**Tasks & Responsibilities:**

- Creating/modifying stored procedures, functions and views for web application backend.
- Creating/modifying SSRS reports.
- Following business requirements to modify existing or develop new code for VB.NET applications.

**EDUCATION/AFFILIATIONS**

**Pursuing Microsoft Certified Solutions Expert (MCSE) in SharePoint**

**Associates of Science in Computer Science/Business Administration**  
**Manor College**, Jenkintown, PA