**Alton Brisbane, Jr**

Phone: (443) 214-5803 • Mobile: (443) 370-3820 • Email: altonwb@awbjr.com

[www.linkedin.com/in/altonbrisbane](file:///C%3A%5CUsers%5Cabrisbane%5CDropbox%5CPersonal%5Cwww.linkedin.com%5Cin%5Caltonbrisbane)

**Profile**

Results-driven Systems (IT) and Business Analyst professional with over 12 years of combined experience in the oil and gas, information technology, and publishing industries. Keen, in-depth understanding of business processes, use case analysis, business practices documentation, database design, development and application and process implementation. Innovative thinker, with the ability to troubleshoot, problem-solve and create customized solutions that meet and exceed customer needs. Outstanding customer relations and management skills with proven track record in project management, application support and training. Strong organization, analytical, verbal and communication company mug skills.

**Achievement Highlights**

* Led the implementation of application modifications for the ABC audit requirements for over 90 Gannett newspapers
* Designed and developed PC database used for domestic violence intervention programs to track client activity for commercial distribution (Microsoft Access)
* Created several Microsoft Access databases to manage local newspaper user and advertising information for training and project implementation
* Designed, developed and tested in-house PC database application used for service dept with tracking inventory, jobs, billing and invoicing
* Trained users at Gannett newspaper locations on the circulation and advertising application software. Conducted on-site training in addition to online training using WebEx.

**Professional Experience**

**MS Desktop Tools Developer, Teksouth Corporation *July 2015 to March 2017***

Data Automation Developer responsible for integrating and automating multiple sources of Accounting and Financial data for the United States Air Force organizations using the Microsoft Office Suite

* Identifies possible data sources to integrate using current and past legacy systems
* Converts all data sources to interface/link with Microsoft Access and/or Excel
* Integrates all data sources into one or multiple tables in a customized analytical format using MS Access
* Links MS Access data sources to MS Excel Pivot Tables for multiple users
* Creates ad hoc and canned reports
* Creates advanced charts in excel
* Develop VBA code in MS Office to automate data collection and integration processes
* Lead/Conduct training classes on integrations/reporting tools

**Director of IT, BSC Forensics, LLC *May 2014 to Jan 2015***

* Administration and design of SharePoint 2013 in Office 365. Design and implement forms using Info Path 2013. Communicate and coordinate with vendors on IT projects. Performs other IT functions as required.
* Created custom SharePoint 2013 workflows using SharePoint Designer 2013.
* Implemented SharePoint Data Doc application to provide mail merge functionality with SharePoint 2013 lists.
* Respond and trouble shoot help desk request when required.
* Install and recommend software that would benefit the company operations.

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**Systems Application Analyst,** Houston Food Bank, Houston, TX ***August******2012 to May 2014***

* IT project manager for implementation of Microsoft Navision/Ceres 2009. Responsible for project planning, verification of invoices and contracts and the monitoring/forecasting of project needs.
* Work with business process owners and the IT team to enhance and develop improved business processes around the usage of Microsoft Navision/Ceres and Microsoft SharePoint.
* Application software vendor support and interface, which includes issue and problem management and resolution with vendors.
* SharePoint Application Support, which includes architectural layout, security and workflow support.
* Develop, deploy and support new functionality with the above systems and assist various departments with their programs and campaigns.
* Provides 3rd level help desk support on application such as Ceres, Razors Edge, SharePoint, and Outlook.
* Ceres (Dynamics Navision) application specification, deployment and planning.
* Attended and participated in weekly directors’ meetings in an interim capacity.
* Implemented the installation and managed NAV Easy Security to better manager Dynamics NAV permissions.
* Created and managed virtual servers using Hyper-V in Windows Server 2008.
* Used the Active Directory management tool for Windows 7 to add users and manage permissions.

**Business Processing Specialist,** Delta Rigging & Tools, Pearland, TX ***November 2009 – March 2012***

* Role consists of being a member of the implementation conversion team. The team is responsible for merging data from four individual accounting systems into Microsoft Dynamic NAV (Navision) software. Responsibilities included
* Coordinated UAT (user acceptance testing) during and after the conversion to Microsoft Dynamics NAV. This testing was managed using SharePoint 2007, Microsoft Access and Axosoft OnTime. Testing results were communicated to the Delta IT management and the Rand Group, the vendor responsible for update customization.
* Exporting inventory, accounting, purchase order and sales data from AS/400 based software RentalMan using Surveyor/400 by Linoma Software.

SQL Server 2005 was utilized to create tables, queries and Excel extracts for providing conversion data for the Microsoft Dynamic NAV software.

* Established an ETL process using SQL Server Integration Services 2005 SSIS packages to create automated data retrieval and creation of data conversion files. SQL Server Integration Services 2005 SSIS packages were also created to retrieve data for the development of sales related dashboard items. SQL Server Integration Services 2005 SSIS was used to extract data from 6 different financial applications to be placed into Microsoft Dynamics NAV.
* Responsible for daily management of Microsoft Dynamic NAV database, the CCH (Wolters Kluwer) Sales Tax Office application and database also the implementation and management of the Axosoft OnTime project management software and database used for the company IT helpdesk
* Utilized WebEx to host company wide training sessions on how to use the helpdesk, the internal SharePoint Microsoft Dynamics NAV application knowledge base and trouble shoot application issues with 3rd party vendors.
* Used the SharePoint integration features with MS Access to share sales and sales person information.
* TechSmith Camtasia Studio was used to create training videos for the Microsoft Dynamics NAV application knowledge base. These videos were placed on the company SharePoint site.

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**Business Analyst,** Epsis US, LLC, Houston, TX ***June 2007 – February 2009***

* Responsible for collecting, analyzing, understanding, and conveying the business requirements for projects, and translating these into functional specifications and detailed test plans.
* Analyzed and documented client technical business processes to assist in streamlining strategies. Documented workflows and results of business analysis and obtained client approval. Developed and maintained business and IT relationships.
* Served as liaison between the customer, development team and any third party regarding software functionality throughout the development lifecycle.
* Designed and executed use case test scenarios and test scripts. Created GUI prototypes based on use case results and help file documentation.
* User acceptance of modifications to the application was required and reviewed during daily Agile Scrum meetings.
* Facilitated day-to-day management of change requests in relation to the project plans and applied problem-solving techniques to ensure meeting of deadline.
* Assigned to the Chevron Kern River MSV project in Bakersfield, CA. Provided technical expertise by assisting in identifying and evaluating current Chevron business requirements for the Era 3D software for use in Kern River. Participated in Chevron’s agile process to communicate required changes between Chevron stake holders and Epsis developers in Norway. Worked with customers to implement integrated operations processes in the work place.

**Project Leader,** Gannett Corporation, McLean, VA ***April 1997 – June 2007***

* Project leader of essential and high-visibility project for national publication firm which involved the implementation of the company’s advertising and circulation applications on national level.
* Testing and implementation support of IT and IT related projects. Testing consisted of multiple parallel tests of the current and new applications to ensure that data was processing and reporting accurately within the new application. User acceptance and verification was paramount in this process.
* Managed implementation projects including: project analysis, data conversion, and end-user training (direct/classroom and remote). Facilitated the formulation and execution of this strategy through the creation of several Microsoft Access databases to manage local newspaper circulation and advertising information.
* Designed and developed databases with Microsoft Access both locally and across company network. Wrote and contributed to user-friendly training documentation and conducted both onsite and online training presentations using WebEx for various newspaper sites.
* Developed technical solutions and management processes to streamline overall implementation strategies and objectives. Extensive user of Microsoft Excel and Microsoft Access to receive data from AS/400 for user analysis and data validation

**Senior Analyst,** Gannett Corporation, McLean, VA

* Managed circulation application installations and conversion for current and acquired Gannett newspaper properties. Established and maintained regular dialog with the newspaper circulation director and publishers on the status and progress of the implementation projects.
* Facilitated communication among team members and created processes to facilitate required audit information for ABC (Audit Bureau of Circulation).
* Participated in business reviews to assess the newspapers business polices and requirements for the upcoming implementation projects.
* Trip and project summaries were created using Microsoft Word. Conducted on-site trainings using PowerPoint presentations.
* Performed QA testing for the circulation application. Testing included verification of processes for new updates as well as documenting testing failures. This process also included troubleshooting areas that did not pass testing. Troubleshooting included reviewing RPG code when necessary as well as reviewing processes and

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business rules to determine if the expected results were based on the process that was tested. Testing was local as well as involving various users at the newspaper level.

**Analyst,** Gannett Corporation, McLean, VA

* Trained users at Gannett newspaper locations on the circulation application software.
* Created custom queries and reports using SQL with Advanced Systems Concepts SEQUEL on the IBM AS/400.
* Participated in IT customer service rotations several times a year.

**Areas of Expertise**

 Project Management Product Development

 End-User Application Training Customer Service Relations

 MS ACCESS/SQL Server 2005 Application Systems Support

 Implementation Training Business Analysis

**Technical Skills**

Microsoft Access Microsoft Office SharePoint Designer 2013

Microsoft Excel SQL InfoPath 2013

VBA TechSmith SnagIt SharePoint 2013

WebEx TechSmith Camtasia NAV Easy Security

Microsoft Office 365 SharePoint Data Doc

**Education and Training**

United States Air Force; Honorable Discharge

Ohio University; Athens, OH, - Major: Photojournalism

Microsoft Course 2779: Implementing Microsoft SQL Server 2005 Database

Microsoft Course 2780: Maintaining a Microsoft SQL Server 2005 Database

**Certifications/Clearance**

Active Department of Defense Security Clearance (Secret)