James Jenkins
SharePoint Developer

628-219-6244 | **james.jenkins@kuinautechllc.com| Las Vegas, NV | Clearance: N/A**

Summary:

The drive of a former self-defense professional is now utilized in the tech industry with managerial experience and the ability to accomplish milestones withing projects. High level experience in customer service/care, very adaptive mindset, and work ethic. Mid-level experience in quality assurance, troubleshooting, helpdesk, and web development.

Software:

SharePoint: 2019/Online/365, JIRA, Power Automate, ShareGate, Power Platform, Troubleshooting, Windows 10, Issue Management, Customer Service, SharePoint Design, Quality Assurance Testing, HTML5, SharePoint Administration, Power Automate Workflow Development, Microsoft 365, Documentation, Agile methodology

Experience:

Brixton Group | April 2023- Present
Power Platform Developer | Las Vegas, NV
As a SharePoint Specialist, I played a critical role in managing and optimizing the SharePoint environment to facilitate effective collaboration and information management across the organization.

Responsibilities

- **SharePoint Administration:**

- o Oversee the day-to-day administration and maintenance of the SharePoint platform.
- o Monitor system performance, troubleshoot issues, and implement solutions to ensure seamless functionality.
- **Customization and Configuration:**
  - o Customize SharePoint sites and pages to meet specific business needs, including designing and implementing workflows, forms, and templates.
- **Content Management:**
  - o Manage document libraries, document sets, and metadata to ensure efficient document organization and retrieval.
  - o Implement content lifecycle management strategies, including version control and retention policies.
- **Collaboration and Communication:**
  - o Collaborate with cross-functional teams to identify SharePoint-based solutions that enhance productivity and communication.
  - o Train employees on SharePoint best practices and promote user adoption.
- **Security and Compliance:**
  - o Implement security measures and access controls to safeguard sensitive information stored in SharePoint.
  - o Ensure SharePoint compliance with relevant regulations and data governance policies.
- **Integration and Migration:**
  - o Facilitate data migration efforts when upgrading or transitioning to new SharePoint versions or platforms.
  - o Integrate SharePoint with other business systems and tools for seamless data flow.
- **Technical Support:**
  - o Provide technical support to end-users, addressing inquiries, troubleshooting issues, and guiding them in utilizing SharePoint effectively.
- **Documentation and Reporting:**
  - o Maintain comprehensive documentation of SharePoint configurations, workflows, and processes.

o   Generate reports and analyze usage data to identify trends and areas for improvement.

Kuinua Tech LLC | January 2020- Present
SharePoint Developer | Waldorf, MD

As a 1099 contract SharePoint developer at Kuinua Tech LLC, I had the privilege of supporting multiple projects and clients utilizing my information technology and SharePoint development background. I leveraged skills such as SharePoint Online design and development, Power Automate Workflow development, SharePoint migration strategies, Tier 1-2 ticket troubleshooting and much more. A list of supported clients can be found below:

Clients Supported:
Your Wellness Sources (LHI) | Jan 2023- April 2023

Jr SharePoint Developer | Upper Marlboro, MD

As a junior developer, I was responsible for configuring and customizing SharePoint systems according to company and project specifications, creating customized forms, debugging software, assisting in teams and viva insights development for community spaces for company, API implementation, and migrating data. I also worked closely with senior developers in customers in Agile style project management to ensure deliverables.

Responsibilities:

- SharePoint data migration (on prem)
- Quality Assurance Testing
- Power automate workflow development
- Documentation
- SharePoint Online development
- Perform testing and quality assurance

- Extending SharePoint functionality with forms, web parts, and application technologies.
- Testing and debugging code.
- Reviewing website interface and software stability.
- Troubleshooting software issues.
- Maintaining and updating SharePoint applications.

SSP Innovations | November 2022- March 2023

SharePoint Migration Specialist | Washington, DC

At this role I provided expertise regarding migrating google sites to SharePoint in a limited window of time in order to remain compliant. SSP also required Jira development expertise in order to migrate all links in dashboards and projects associated with the google site to now reflect the new SharePoint site. This migration including linked files from Google Drive to be moved and repurposed on SharePoint

Responsibilities

- Jira data migration
- SharePoint data migration
- Quality Assurance Testing
- Dashboard management
- Documentation
- SharePoint administration and permission policy development
- Legacy data backup
- Ability to analyze customer needs, document requirements, and design technical solutions.
- Design and implement Office 365 and related technologies including but not limited to, SharePoint, Power Apps, Google Suites, and Jira

Blue Sky Innovative Solutions | September 2021- November 2022

Jr SharePoint Developer | Washington, DC

As a junior developer, I was responsible for providing technical assistance and support related to responding to queries, running diagnostics, isolating problems, and determining and recommending solutions to the SharePoint Developers. With oversight from senior developers, action change requests that incorporate content, style, list, library, and workflow updates to new and existing applications.

Responsibilities

- Meeting with the design team to review website and application requirements.
- Setting tasks and development goals.
- Configuring the company SharePoint systems to specified requirements.
- Developing new web components using XML, .NET, SQL, and C#.
- Designing, coding, and implementing scalable applications.
- Extending SharePoint functionality with forms, web parts, and application technologies.
- Testing and debugging code.
- Reviewing website interface and software stability.
- Troubleshooting software issues.
- Maintaining and updating SharePoint applications.
- Providing systems training to staff and customers

GeekELove | Jan 2020- Sep 2021

Quality Assurance Tester | White Plains, MD

At this role I provided expertise in REACT based application testing for Kuinua Tech's internal project GeekELove: The dating app for geeks by geeks! I had to exploit software issues and document them via video and screenshots to work with developers to create solutions for software before release or use. I also gathered data on issues in the software reported by users after launch. Utilize software such as SharePoint to input tickets and collaborate on known issue

Responsibilities:

- Review and analyze system specifications
- Collaborate with QA Engineers to develop effective strategies and test plans
- Execute test cases (manual or automated) and analyze results
- Evaluate product code according to specifications
- Create logs to document testing phases and defects
- Report bugs and errors to development teams
- Help troubleshoot issues
- Conduct post-release/ post-implementation testing
- Work with cross-functional teams to ensure quality throughout the software development lifecycle

Certificates

Microsoft 365 Fundamentals

Education

High School Diploma

J.T. Mastin Annex | Graduated: 2012