

Accomplishments		
Project	Description	Year(s)
IT Project for Business Acquisition	In 2010 BLRB acquired GGL Architects in Bend, OR. I solely managed vendors and performed the work to connect our two offices through VPN services to use file and print services, video conference, VOIP, and the administrative staff training to conduct business through a near-seamless IT transition. Challenges included the remoteness of Bend, OR to high-speed networking, GGL's exclusive use of Apple Macintosh computers & server, unique CAD software, along with office administrative procedures and policy.	2010
WSUS Server Migration	Due to storage challenges on our existing equipment and a continuing freeze in budget, I consolidated enough data to re-purposed a server to handle our WSUS needs. In concert with our upcoming need to bandwidth (see above) I needed to change to a system of patch storage for our great number of Windows client and server OS's as well as 4 different versions of Microsoft Office.	2010
Completed archival transition	This was a 3 year project to transition our CD archives to a more secure archival method. I leveraged a NAS, our existing tape library backup and an external hard drive to get the critical long-term data storage secure and instantly accessible to our users. The costs of the solution were quite minimal and the lifetime of the solution should exceed 8 years (with no purging).	2008-2010
IT Services for Visiting Students	BLRB offered the Architecture department of WSU an opportunity to work in an Architectural firm for a 6-week class for immersion instruction with real-life architectural projects. I set up a secure network for them to work with, and a source for printing as well.	2010
Copier Cost and Performance Review	As part of our regularly-scheduled lease assessment and review, I conducted a review of the equipment, costs, usage and performance of our 3 copiers and large format plotter. Also negotiated new rates with the vendor.	2010
SharePoint Server Migration	Migrated the server on all 26 current sites from Windows Server 2003 to Windows Server 2008 and a different physical server to expand storage space.	2010
Employee Locator	Adapted our telephone attendant console system to offer employees a kiosk to locate other staff members by way of the programmable DND setting on each phone. Additionally shared out public folders used to track conference rooms, company cameras, cars and laptop computers.	2009
BLRB University Transcripts	Using SharePoint, I created a training transcript database to track employee progress and enable HR to generate reports to see that the employees are meeting training goals established during review cycles.	2009

IT Service Review	Budget engineering. In an effort to reduce costs, I completed a top-down financial assessment of the IT structure including modifications to the 5-year technology plan, resulting in a savings of about \$1,500 per quarter.	2009
SharePoint Design Review	Conducted a SharePoint design review with key stakeholders and day-to-day users of the site to determine what was working, what wasn't and what needed to be added.	2008, 2009, 2010
BLRB Office Move	Led the effort to move all technology to a newly built-out office. Developed a solution to leverage the new phone technology into an electronic in-out board. Moved to a new ISP and telephone dial tone provider over a weekend and only had 4 hours of off-hours downtime for email & web traffic. Planned, budgeted, procured and installed nearly all the technology for the new office resulting in very little productivity loss from a huge transition.	2009
BLRB University SharePoint Site	Created, deployed, and provided training for a class & student tracking system.	2008
Especs Deployment	Deploy 3 station specification clients and database server (SQL)	2008
Deploy Symantec Endpoint Security	Server build, config, test and deploy.	2008
Workstation use tracking	Created a process for employee electronic surveillance.	2008
Revit Architecture 2009 Deployment	Configured deployment package for 12 workstations.	2008
Autocad 2009	Designed 26 workstation deployment	2008
BLRB Office Buildout	Coordinated with telecom & data providers, worked with space planning team	2008
Internet Use Policy	Developed Internet Usage Policy for inclusion in Employee Manual.	2007
Copy Tracking	Deployed and administered Technesis copy tracking system.	2006
Autocad 2007	Designed and implemented 26 workstation deployment	2007
BLRB Office Buildout	Coordinated with telecom & data providers, worked with space planning team	2007
Construction Standards Committee	Performed as the facilitator & IT consultant for the Document Standards committee.	2007
Office Training	Primary trainer and facilitator for BLRB IT Training	2007
DST Remediation	Complete project to determine and remediate issues from DST change.	2007
Strategic Planning 06	Participated in Strategic Planning Retreat	2007
Employee Directory	Created online employee directory to find employee seating locations and pictures.	2007
Exchange 2007 Anti-Spam efforts	Deployed and administered Exchange 2007, customizing anti-spam configuration to make up for where Symantec Mail Security fell short.	2007
Mobile Messaging	Researched, selected & deployed Mobile Messaging & integration with Exchange 2007	2007
Network Redesign	All phase deployment of significant network and server upgrade.	2007

Sharepoint	Began the creation of a SharePoint solution for Construction Documentation Management & collaborative site. Development & Deployment continues to-date.	2006
BLRB-IT Website	Documented new site update process for Marketing team use, site is CSS & ASP	2006
Electronic Document Policy	Developed an Electronic Document Policy to meet disaster recovery and legal discovery needs.	2006
Electronic Specification Building	Researched alternatives in the creation of electronic specification use.	2006
Outlook In-Out	Created an Outlook Public Folder as an In/Out Board.	2006
Outlook Pub Folder Appt	Created a process for project teams to use Public Folder Calendars to keep teams aware of important project dates.	2006
Web Site Visitors	Created a process for quickly gathering reports on Web Site use.	2006
Education Tracking	Created system for tracking employee learning units by spreadsheet.	2006
Disaster Recovery	Began a process for documenting configuration of IT systems and offsite storage of data.	2005
Autocad 2005	Designed and implemented 16 workstation deployment	2005
CAD File Archiving.doc	Created documentation for archival process.	2005
CAD Standards	Assisted in the IT side of the CAD standards process.	2005
Web Site Renewal '05	Participated in client team for BLRB new website from Hornall Andersen	2005
<b>Training Courses Delivered</b>		
<b>Subject</b>	<b>Description</b>	
Computer Basics	Includes Basic Computer theory, using the Windows OS (or some Linux distros), file management, computer maintenance.	2003-2010
Computer Security	Covers Viruses, Worms, Spyware and Phishing. Regularly updated.	2003-2010
Microsoft Outlook	Advanced features class takes productivity & time management to a new level, planning meetings, scheduling tasks, monitoring progress and improving communication.	2003-2010
Crash Courses	Microsoft Excel, Microsoft PowerPoint & Microsoft Word - These are designed for a brief one-hour course to get the subject introduced to the programs and stimulate interest to learn more.	2003-2010