

Objective

Seeking a full-time or contract position; working as an analyst or designer in an organization willing to facilitate my professional career goals while achieving business objectives.

References & Availability

Personal and Professional References are available upon request.
Availability: Immediate (One Week Notice Preferred)

Tami Mulcahy

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Career Interests

- ▶ QA/ Business Analyst
- ▶ Web, UX/UI, Graphic Designer
- ▶ HRIS Analyst
- ▶ Functional Analyst
- ▶ IT Procurement & Supply Chain
- ▶ Project Manager

Skills

- ▶ SharePoint & InfoPath (2007, 2010, 2013)
- ▶ MS Office
- ▶ JAVA/ C++
- ▶ HTML/CSS
- ▶ Technical Writing

Education

Master of Human Resource Management (2015)

Keller Graduate School of Management (DeVry University)

Master of Project Management (2013)

Keller Graduate School of Management (DeVry University)

Bachelor of Science in Computer Science (2007)

School of Engineering at North Carolina A&T State University

Experience

Business Analyst (Present)

Mercy Housing, Inc. (Denver, CO)

Industry: Real Estate/Non-Profit/Project Management

Department: Strategic Management & Information Technology

Major Projects: ADP Manager Self Service; ADP Employee Self Service; Compliance Service Request; SharePoint 2013 Migration; System Center Upgrade.

Responsibilities: SharePoint Power User, Requirements Elicitation, Meeting Facilitation & Technical Writing

SME:: Raiser's Edge; ETO Software(SIMS); Service Manager 2012; SharePoint 2013 Design; InfoPath 2013

Project Coordinator (2012 – 2013)

Mercy Housing, Inc. (Denver, CO)

Industry: Real Estate/Non-Profit/Telecom/Procurement

Department: IT Operations

IT Procurement & Vendor Management: Implemented new procurement process/approval workflow, SharePoint IT Procurement Site Design and Implementation, and SharePoint IT Procurement InfoPath Form development; Technology & Telecom Vendor Management.

Property Telecom & Technology Setup and Management: Vendor Sourcing, Coordination, and Management; Technical Writing.

Business Analyst (2011 – 2012)

EBS Corporation (Littleton, CO)

Industry: Federal Government//Project Management

Project: Department of Interior's Online Training Portal. Federal Project Requirements Elicitation; Software and Hosting Vendor Sourcing; Coordination, and Management, Research & Technical Writing.

Software Engineer (2009 – 2010)

Cayuse Technologies, LLC / Accenture (Pendleton, OR)

Industry: Information Technology

Department: Software Development

Projects: Accenture Document Management System; AT&T Government Solutions

Responsibilities: Enterprise Software Development, Research, Testing, Technical Writing, Desktop Application Development, Implementation, IT Standards & Software Development Lifecycle