
SUMMARY

Technology professional experienced in SharePoint and Office365 administration, web/application development, business analysis, and the development and implementation of software tools. I am driven by working with teams to find amazing solutions and automations for business processes.

EXPERIENCE

Sr. Director, Creative Technology, The Arc of Essex County, Inc.
Livingston, NJ

April 2020 - present

SharePoint Administrator & IT Leadership

- Architected a brand-new SharePoint online environment. Planned, organized, and executed an agency wide migration from on-premises file servers.
- As an Office365 administrator, I take full advantage of the suite of Microsoft tools available, including hands-on experience with the Exchange, Compliance, Security, and Azure AD admin centers. I initiated and developed a Cyber Security plan, spearheading projects to bolster existing and add new security measures.

Application Development

- Covid Testing Web App: built and deployed this internal full-stack application, allowing staff/users to submit weekly Covid-19 testing results through mobile photo/document uploads. Built using Django, Bootstrap, and JavaScript/jQuery. Other technologies used: Datatables for table styling and tools, Django 3rd party packages (e.g., django-storages, boto3), AJAX, AWS S3 storage, permissions and role-based views. Developed locally on docker and deployed to Heroku.
- Applicant tracking system: designed a bespoke Airtable applicant tracking system gluing together several resources with native and REST API integrations, including an HRIS, Airtable, Jotform, TextMagic, and SharePoint.
- APIs and Microservices: developed various projects and automations using the Power Automate platform, including consumption of REST API endpoints to bring external data into the organization and optimize workplace inefficiencies. Developed Azure Functions
- PowerApps: developed numerous applications with the MS PowerApps platform, including a Covid-19 tracking app, a finance/housing app to manage consumer financial and lease data, and a QI Site Inspection tool.

Director, Database Management, SCARC, Inc.
Augusta, NJ

March 2010 - April 2020

- Administrator of third-party SaaS AWARDS & Link2Feed databases. Completed training, implementation, compliance and quality assurance of 300+ staff and 300+ clients in the daily recording of services documentation, staffing, billing, and general operations.
- Responsible for data scrubbing and analysis of agency data for quality assurance and fraud prevention.
- Created an auditing and quality assurance program with python to check EHR documentation for fraudulent issues prior to claims generation/billing.
- Developed an Excel Billing Data File for middle managers which uses VBA and data analysis to check for errors in billable documentation before administrative review.
- Developed a Claims Re-adjustment Python web scraping program to automatically post data to third-party software vendor to adjust 9,000 claims that would have otherwise have to be adjusted manually, one at a time.

- Medicaid Eligibility Program - Excel VBA to scrape NJ state website for Medicaid eligibility data and save PDF to network.
- Google Sheets API - automated tool to analyze data and send an email reminder with data from Sheet
- Google Maps API - interactive map of service locations with description and picture.

Other

n/a

AuthTable.com

- Built a Django SaaS web app that reads, stores, and builds tools and automations for client service authorizations. Technologies used: Django, HTMX for flavorings of user interactivity, Python regular expressions for reading user uploaded PDFs, Pandas for data table manipulation.

AuditAide.com

- Built a Flask SaaS web app that performs data scrubbing and analysis of a user's uploaded file. The app searches for fraudulent Medicaid data. Technologies used: Flask, PostgreSQL, JavaScript/jQuery, Pandas.

MartinNoah.com

- Personal/professional blog with tutorials and how-tos, including a popular tutorial on using the SharePoint REST API with Python.

SKILLS

- | | | |
|------------------|------------------------------------|---|
| • Python | • SharePoint Online Administration | • Power App development |
| • Django/Flask | • Office365 Administration | • Automations (Power Automate, Zapier, Azure Functions) |
| • Rest APIs | • Azure AD | |
| • Micro Services | • CLIs (cmd, PowerShell, bash) | |

EDUCATION

Bachelor of Arts, *summa cum laude*, Social Science

Ramapo College of New Jersey

-R & N Family Scholarship & Joyce Beiner Scholarship Recipient, 2014

-Dean's List, 2009 & 2013