
ECM CONSULTANT RESUME

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Career Goal:

To help in achievement of organizational objectives as an ECM consultant and further hone my skills in Java, J2EE, ECM tools, SharePoint, FileNet, HTML, XML and CSS.

Technical Skills:

High technical expertise in field of ECM consulting including:

- SAP Archive link
- SAP Extended ECM

Proficient in utilizing ECM tools and processes:

- FileNet, Opentext
- Documentum
- SharePoint, Alfresco

Sound knowledge of scripting languages:

- CSS, HTML
- JavaScript
- XML

Thorough with Microsoft tools:

- SQL 7.0/ 2000/ 2005
- SSIS, SSRS, Visual Studio
- Active Directory services

Adept in utilizing back- up software tools like:

- VERITAS Backup Exec
- KOFAX Capture 9.0

Solid understanding of hardware installation and configuration:

- Compaq Proliant servers
- IBM PC's, HP DL series and external RAID units
- Dell PowerEdge servers

Strong management skills in field of:

- Consulting, Workflow systems
- Imaging and Operations
- Financial services, Processing

Immense capabilities to:

- Interpret business requirements
- Create high level ECM solutions

Relevant Experience:

ECM Consultant
Open Text Corporation
January 2012 – Present
Santa Clara, CA

- Supervised formulating, executing and consolidating ECM and existing ERP solutions.
- Collaborated with Business Analyst and Project Architect to devise and assess integration tests.
- Engineered packages for data migration in BI and Integration Services packages for Data manipulation in SSIS.
- Authored Microsoft Reports using SQL server and maintained processing records.
- Collaborated with Architect and Project Manager to analyze and design new processes based on business requirements.
- Formulated Enterprise System Capacity sizing solution, Document Scanning solution and Kofax Capture migration solution for database enhancements.

- Assisted in cataloging and incorporating Data Migration Process using OnBase ECM software.
- Initiated QA & UAT builds and enhanced TFS team data collection.

ECM Consultant

Capgemini

November 2010 – January 2012

Atlanta, GA

- Collaborated with partners and diverse teams to assess RFPs and propose solutions.
- Reviewed and conceptualized Presales and Solutions for Microsoft Technologies.
- Provided technical assistance to teams for implementing solutions to meet user requirements.
- Formulated POCs solution and administered services using SharePoint.
- Supported multiple teams on Opportunities, RFP responses and bid defenses.
- Troubleshoot, resolved and responded to internal client issues.
- Participated in multiple projects and assisted in SharePoint execution.
- Supervised and contributed effectively to provide ECM Consultancy services.

Educational Background:

Bachelor's Degree in Information Technology

Denmark Technical College

August 2006 – May 2010

Denmark, SC

Professional Certification:

CompTIA CDIA+ July 2010

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