ELLIOT HUTCHENS

560 Silver Sands Road 1602
East Haven, CT 06512
(206) 402-7325
elliot@hutchens.com
www.elliothutchens.com

Software Consultant / Systems Analyst / Professional Services Engineer

Innovative, performance-driven; solutions engineer with fifteen years' experience in technical, project management, accounting and analyst roles for complex business environments.

CAREER OBJECTIVE

Seeking opportunities to enhance the effectiveness and efficiency of corporate operations.

KEY QUALIFICATIONS

- ✓ Experienced in software implementations, consulting, and professional services engagements.
- ✓ Strong background in Accounting, financial and data analysis, workflow and project management.
- ✓ Advanced server infrastructure, network administration, implementation, upgrade and migration experience.
- ✓ Expertise in project scoping, planning, management and stakeholder communications.
- ✓ Proficient in generally accepted accounting principles (GAAP).
- ✓ Strong logical, analytical and interpretation skills with data analysis, data profiling, and data integrations.
- ✓ Thorough knowledge of MS SQL, MongoDB, MYSQL, SSAS, SSRS, SQL Scripting, Cubes and Data Models.
- ✓ Proficient in workflow automation, SharePoint workflow, Nintex, MRI's Leaseflow, and Global Action.
- ✓ Skilled in SharePoint installations, implementations, administration, and development.
- ✓ Experienced in SharePoint BI tools, Power BI, Power Pivot, Power View, and Performance Point.
- ✓ Proficient in advanced Microsoft Excel skills: complex formulas, v-lookups, pivot tables, data models and lists, forecasting, charts, formatting, VBA, and macros.
- ✓ Development and script skills with HTML, CSS, PHP, XML, Javascript, Powershell and SQL
- ✓ Advanced background in business operations and processes working with key stakeholders and management teams for software implementations and enhancements.

TECHNICAL CERTIFICATIONS

MICROSOFT

MCP, MTA, Server, Security, OS, SQL Server, SharePoint

COMPTIA

IT Fundamentals, A+, Server+, Network+, Security+

WORKFLOW

Nintex, Global Action

ITIL

IT Service Management Foundation

TECHNICAL SKILLS

MICROSOFT

SharePoint '07-'16, Server '03-'16, Access, SQL, Windows, Exchange, Active Directory, Hyper-V, Group Policy, IIS

BUSINESS INTELLIGENCE

SharePoint, Performance Point, Power Pivot, Pivot Tables, Power BI, SQL, SSAS, SSRS, SSIS, SQL Server,

NETWORKING

DNS, VPN, TCP/IP, LAN/WAN, DHCP,

LANGUAGES

SQL, MONGO DB, HTML, CSS, Javascript, XML, PHP

Automated Workflow

Nintex, Global Action, SharePoint

ACCOUNTING SOFTWARE

MRI Real Estate, Quickbooks, Sage, Great Plains, Flexi

CAREER OVERVIEW

Flexi Software - Shelton, CT   2016 to Current

Implementation Engineer – Client Services Consultant

Installation and configuration of Financial Accounting, Fixed Asset, Ledger, Payables, Receivables, Project SharePoint Farm, Business Intelligence, and Nintex workflow solutions for customers in the financial services and banking industry.

- Design, install, and configure Enterprise Accounting Software and SharePoint workflow environments.
- Perform data transforms, migrations, mapping and imports.
- Install, configure, deploy and support Windows Server, SharePoint, IIS, & SQL farms in client environments.
- Design custom workflows, automated processing scripts, SSRS Report, SSIS Packages, SSAS Models.

- Perform detailed analysis of operational gaps, technological need, system integration capabilities and productivity efficiencies. Clarify system specification and align technology with business operations.
- Define project scope, develop and execute project plans, monitor and refine project path, communicate project status to project participants.
- Perform detailed end user training, author how to articles, develop system design documentation.

Key Achievements
- Developed standardized SharePoint BI and SSAS package for implementation at all client sites.
- Developed standardized insurance and vendor compliance workflow package to be rolled into software release.
- Implemented best practices templates, scripts, and user guides to improve departmental efficiencies.
- Awarded Rookie Engineer of the Year for 2016

SQUARE 9 SOFTWORKS - New Haven, CT   2015 to 2016

Professional Services Technical Team Lead

Design, build, implement, and deploy business automation software. Provide training, and support services to end users and resellers. Align technology with client and partner business operations to increase productivity and create scale throughout the business life cycle.

- Design, deploy, and support both client/server and next generation web-based automation solutions.
- Install, configure, deploy, and support Windows Server, IIS, and SQL farms in client environments.
- Perform detailed analysis of operational gaps, technological need, system integration capabilities and productivity efficiencies.
- Define project scope, develop and execute project plans, monitor and refine project path, communicate project status to project participants.
- Build automated workflows and software scripting to enhance operational effectiveness and efficiency.
- Author knowledge-base and tech tip articles. Perform end user and administrator training.

Key Achievements
- Developed standardized project communication templates for Professional Services Department.
- Created standardized PowerShell scripts to automate server pre-requisite installation for all software packages.
- Developed SharePoint project tracking tools and utility depository for Professional Services Department
- Promoted to Professional Services team lead.

ROWLEY PROPERTIES - Issaquah, WA   2008 to 2015

IT Manager ~ Systems Engineer

Manage all aspects of corporate technical objectives ensuring systems and network availability, security integrity, rapid incident response and enhanced operational efficiency. Served as MRI administrator, developed SharePoint and Business Intelligence tools, reports, sites, dashboards, and insights for executive team and staff.

IT Department Management

- Managed technical support staff. Defined job roles, coordinated training, conducted regular team meetings, assigned projects, and ensured the completion of key milestones.
- Developed annual department budgets, capital plans, cash flow projections, reserve, and forecasting studies.
- Conducted monthly executive team reviews to link business operational needs with technical solutions.

Business Intelligence / Development / Operational Enhancement

- Data profiling and discovery. Developed dashboards, models, adhoc reports, and business critical applications to automate data profiling and discovery for department managers and corporate executives.
- Implemented user-centric database structures and integrated self-service tools for improved data sharing, storage, and analysis. Developed custom software and hardware solutions to solve critical operational gaps.

Corporate Network Management

- Managed, monitored, maintained corporate network, servers, software, workstations, phone, camera systems.
- Managed SharePoint Farm: installation, configuration, monitoring, upgrades, and migrations.
- Designed and implemented system failure and disaster recovery policies and procedures.
- Conducted systems upgrade planning and implementation. Recommended and implemented controls.

Project Management

- Served as project manager for all technical projects relating to the installation of hardware, software and custom programming development solutions.

- Defined project requirements by identifying project milestones, phases, and elements; forming project team; establishing project budget, and overseeing to completion including employee training.

Key Achievements
- Implemented multiple large implementations of new corporate software packages.
- Achieved $325K in savings through vendor renegotiation, workflow and technology improvements.
- Introduced and managed business intelligence capabilities and analytics tools, applications, portals, reports, sites, dashboards, and models to automate data profiling, analytics, and discovery.
- Rebuilt entire network from the ground up resulting in vastly improved network speed, server, and workstation reliability. Significantly reduced downtime and enhanced backup history and reliability.

ROWLEY PROPERTIES - Senior Property Accountant – Financial Analyst   2008 to 2011

Assumed authority of financial and accounting operations for all retail, manufacturing, industrial, storage, ground, and residential properties.

- Performed monthly, quarterly and annual fiscal trend analysis, prepared financial statements, developed operational budgets, capital plans and cash flow projections. Created and maintained reserve and forecasting.
- Managed daily cash books, bank account transfers, general ledger maintenance, desktop deposits, reimbursements, reconciliation's and fraud controls for thirty separate corporate bank accounts.

Key Achievements
- Implemented software and restructuring solutions to reduce Accounting staff labor costs by $150,000 annually.
- Implemented paperless statement and monthly billing system resulting in $10,000 annual savings

J.E.T. Inc - Tempe, AZ   2006 to 2008

Project Manager

Managed technical software and accounting projects for clients through direct coordination of client, developers and related stakeholders utilizing industry standard project management principles.

Project Planning

- Defined project scope in direct coordination with client and related parties.
- Defined the resource scope (time, money, equipment, assets) required to complete the project.
- Developed project schedules for effective allocation of resources to the project management activities.

Project Implementation

- Executed projects plans. Monitored progress, made adjustments as necessary.
- Reviewed the quality of work completed with the project team on a regular basis to ensure project standards.

Project Control
- Met financial objectives by forecasting, budgeting, scheduling, analyzing variances, initiating corrective actions.

MICHAELO - Seattle, WA   2004 to 2007

Accounting Manager ~ Network Administrator

Responsible for all day-to-day accounting activities and the administration, management and maintenance of corporate computer network, data systems and phone circuits.

Accounting

- Managed the daily operations of the accounting department; supervised Accounting staff.
- Processed month and year-end closing, accounts payable/receivable, cash receipts, general ledger, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, capital assets reconciliations, trust account statement reconciliations, check runs, fixed asset activity and debt activity.

Network Administration

- Managed and maintained corporate network, internet and intranet systems. Conducted network monitoring.
- Established technical specifications. Analyzed workflows, data integrity and security requirements.
- Performed router, VPN, IPS, IDS and firewall administration.

EDUCATION

UNIVERSITY OF MONTANA

Business Administration

BELLEVUE COLLEGE

Information Technology