

STEPHEN KIRK

SharePoint Administrator, Web Content Manager

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<http://stevekirk.com>

SKILLS

CONTENT MANAGEMENT:

- SharePoint online (O365)
- SharePoint OnPrem
- SharePoint site collections and administration
- SharePoint SME
- SharePoint Lists and libraries, Microsoft Flow, MS Stream, InfoPath and PowerApps.
- SharePoint Document Governance
- WordPress, Drupal, Joomla and others
- Search Engine Optimization and Analytics
- UX/UI web design
- Customized secure forms, data collection, quizzes
- Linux hosting, CPanel, Email marketing
- Online/Streaming PowerPoint/Video/Flash employee training and evaluation
- HTML, CSS, Javascript

DESKTOP SOFTWARE:

- Adobe Photoshop
- Adobe Premiere Pro
- Adobe Dreamweaver
- Adobe Flash and other Adobe Suite products
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook and others)
- Many other graphic and video editing and audio production brands of software

OTHER SKILLS:

- Responsive Design
- Web Server Management
- CPanel
- Email Marketing
- Project Management
- Customer Service

EXPERIENCE

From 2/16 – 12/18

DIRECTOR OF WEB SERVICES, LITTLE RIVER HEALTHCARE

- Develop, implement and maintain an internal communication and content management system Intranet (1200 employees)
- Build and maintain multiple websites (over 50) to include doctor and hospital websites within company guidelines and branding (WordPress/template based)
- Design and development of a SharePoint Document Governance system for medical records (including workflows)
- Design and development of SharePoint based forms and compliance quizzes
- Design and development of SharePoint Intranet portal in O365
- Development and maintenance of an online HIPAA compliant secure scheduling system for doctor appointments.
- Design, install and maintain a Digital Signage Waiting Room platform, including hardware, software and a closed-circuit TV network
- Development of online training videos and quizzes for HIPAA training compliance

- Maintenance and oversight of multiple social media platforms including three hospital and dozens of doctors Facebook sites.

From 03/06 – TO 09/15

SR. WEB CONSULTANT/SHAREPOINT ADMIN, BRITISH PETROLEUM/BP

- Developed with oversight of ongoing multiple region SharePoint web portals and train regional managers to maintain web portals in SharePoint. Subject matter expert (SME) for 2010 SharePoint. When the BP Decatur site was upgraded from SharePoint 2003 to 2010, I was selected as a co-owner of the site. I designed it, as well as the site for the entire Western Hemisphere Aromatics Business Unit. Additionally, I trained employees on the 2010 update and how to maintain their own microsites.
- Partnered with the BP Foundation, a global 501c3 on a multi-year grant program for teachers called A+ for Energy that provided the funding needed for teachers to teach energy education curriculum in schools nationwide. My part in this multi-year, highly successful program was to build the grant application website that included an online application form and biannual statistical analysis of web traffic. I also served as a help desk directly assisting teachers with any aspects of the online application. The online app allowed teachers to create a user name and password and complete the application at their own pace before the bi-annual deadlines. I delivered all applications electronically to BP for judging; then posted the winning applications to the web after each cycle. I was responsible for maintaining up to date content on the website, including posting of each round of grant winners. I hosted the domain as well as served as email administrator.
- Developed safety training videos for streaming on internal network

From 09/98 – TO 03/06

INFORMATION TECHNOLOGY MANAGER, TEXAS INDEPENDENT PRODUCERS AND ROYALTIES OWNERS ASSOCIATION (TIPRO)

- Developed and maintained over 60 websites for Oil and Gas related clients.
- Developed the first “Energy Ant” Kids website for the Dept. Of Energy.
- Developed topic specific search engines for Bureau of Economic Geology at the University of Texas (Petroleum Technology Transfer Counsel)
- Designed and maintained the NEED project web services for 14 years. Responsible for all web applications including providing energy curriculum to teachers in pdf form for over 50,000 schools nationwide. Web admin for over 20 subsites including working with and providing energy related web sites (CMS) for companies such as TXU, FPL, PG&E and the Dept. Of Education to name a few.

EDUCATION

- DEC 2000
DIGITAL ELECTRONICS TECHNICIAN, SW SCHOOL OF ELECTRONICS\\
- MAY 1984
MASS COMM, SOUTHWEST TEXAS STATE

Please see more recommendations at [LinkedIn](#) or <http://stevekirk.com>

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RECOMMENDATIONS

Will Hamilton

Solutions Consultant for ResMed

July 17, 2017, Will managed Stephen directly

I initially worked with Stephen on a project to build out Little River Healthcare's Intranet. Stephen did an exemplary job and launched a great intranet even with the limited resources he was given. Stephen was so amazing in his role as Project Lead, our marketing department hired him for a full-time role. Stephen always has a can-do attitude and is will to help where ever needed. Stephen continues to be an amazing asset to the Little River Healthcare family

Allen Gilmer

Founder. CEO, Drillinginfo

June 18, 2015, Allen worked with Stephen but at different companies

I worked with Steve when I first joined the Board of the Texas Independent Producers and Royalty Owners (TIPRO) industry advocacy group in Austin. Steve was ahead of his time then and has kept it up. He has a rare combination of skills, artistic/user interface capability, and the patience to be managed by the herd of cats that independent oilmen can be. I highly recommend him to anyone seeking a talented web developer.

Holly Beach

Director of Communications, BP, Petrochemicals North America

October 24, 2012, Holly was a client of Stephen's

Stephen has helped our organization move our internal communications forward by leaps and bounds through his innovative thinking, deep knowledge of CMS, podcasts and web development and his detailed quality work from start to finish.

Stephen has helped us excel in our communications effectiveness. His integrity and loyalty make him a go-to guy. I highly recommend him.

Garrett Muston

Marketing Manager at The HT Group

July 17, 2017, Stephen worked with Garrett in the same group

Steve is a joy to work with. He is a team player and is always willing to help with any task. He has decades of experience in web development along with many technical skills and it shows. Any time we would get stuck on a web-based issue, Steve was the guy to find the solution.

Steve is also the mastermind behind our CCTV station, LRTV. He improved upon the project and worked out many bugs, making the project ready for a seamless debut. Steve also has expertise in audio, SharePoint, WordPress, and much more.

His projects are always completed on time and the quality always exceeds expectations. Steve would be a great addition to any team and I highly recommend him. I have learned a lot from him, and I know you will too.

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