

THOMAS J. KEENAN

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PROFESSIONAL EXPERIENCE

NATIONAL PENN BANK Bethlehem, PA

SHAREPOINT ADMINISTRATOR/SYSTEMS SUPPORT SPECIALIST June 2014 – Present

◆ Lead a successful implementation of SharePoint 2013 and the migration of the corporate intranet to the new platform in an extremely condensed timeline ◆ Managed all aspects of the intranet migration project, including timelines, resource management, issue tracking and training. ◆ Trained all intranet admins in SharePoint. ◆ Worked with the vendor in the SharePoint installation. ◆ Configure and manage the SharePoint farms which include test, staging and production servers. ◆ Acts as the Intranet Administrator and does form, workflow and report development within the SharePoint sites. ◆ Responsible for the implementation and integration of new system, security and components into existing applications to bring them within NPBC standards. ◆ Documents new systems, issues and jobs to ensure better system performance in the future.

LSI CORPORATION Allentown, PA

WEB ANALYST, INTRANET MANAGER AND SHAREPOINT ADMINISTRATOR January 2014 – May 2014

◆ Managed all aspects of the corporate intranet site of a global semiconductor and software company, liaising with the Human Resources, Employee Communications and Information Technologies departments to ensure departmental sites are up to date. ◆ Scoped, managed and developed SharePoint projects on the company's external web site, www.lsi.com. ◆ Served as Product Manager for the documents and downloads section of the site. ◆ Managed web site analytics. ◆ Assisted in traffic management for projects in the marketing campaign management tool (Orbis).

INTRANET MANAGER AND SHAREPOINT ADMINISTRATOR March 2012 – December 2013

◆ Managed all aspects of the corporate intranet site, working with groups and departments around the globe. ◆ Developed and executed the SharePoint training and support for all employees. ◆ Initiated managed and developed improvements to the corporate intranet, driving results within teams in the Human Resources, Employee Communications and Information Technologies departments. ◆ Scoped managed and developed SharePoint projects on the company's external web site, www.lsi.com.

INTRANET COMMUNITY LIAISON March 2009 – March 2012

◆ Played a core role in all aspects of the migration of the corporate intranet to SharePoint 2007, with a focus on employee training and support. ◆ Chaired departmental governance teams, assisting them in developing, building, and maintaining their intranet sites. ◆ Developed Microsoft SharePoint solutions for other departments. ◆ Developed and executed the MS SharePoint training for the company.

INTRANET DEVELOPMENT, SENIOR SPECIALIST January 2008 – March 2009

◆ Led the Intranet Development Team in redesigning the corporate intranet. ◆ Provided training and support to all employees on the content management system. ◆ Served as the primary liaison between online marketing and other organizations for the intranet and the MS MOSS migration.

HP3, INC. / NAVIGANT CONSULTING, INC. Bethlehem, PA

SENIOR CONSULTANT/BUSINESS ANALYST June 2005 – December 2007

◆ Developed data collection and reporting tools that increased both consultants and analysts efficiency by more than 100%. ◆ Developed internal tools which allowed management to staff projects more efficiently. ◆ Successfully managed the implementations of HP3's proprietary software with the company's largest client, a 65-plus facility health care system. ◆ Developed custom automated reporting system for HP3's most profitable client, increasing the profit margin.

CHUBB AND SON INSURANCE

Warren, NJ

MARKETING ANALYST/AGENCY SERVICES

October 2001 – June 2005

Provided marketing and technical guidance to the I/T departments to develop and improve marketing applications. Compiled and produced agency financial reports and compiled data for use by upper-level management, the marketing department and Chubb branches around the country using Focus, MS Excel and MS Access. Developed VBA Macros to improve workflows and fulfill business needs throughout the marketing department. Served as system administrator for Chubb's web based marketing platform. Designed, developed and executed marketing campaigns including HTML newsletters. Assisted in the yearly administration and distribution of agency Contingent Commission payouts.

NEW YORK METS

Flushing, New York

WEB SITE ADMINISTRATOR

February 1998 – August 2001

Developed, designed and produced the initial web site of the New York Mets (www.mets.com). Managed and facilitated the continued growth of the web site, including re-designs, introduction of emerging technologies such as Flash and the development and implementation of new features. As the primary content manager, ensured all statistical data, editorial articles, press releases and informational copy were consistent and current. Communicated with other departments within the organization to insure that their online needs were met. Acted as the chief liaison between the organization and it's internet partner, ACSsports.com. The Mets web site averaged more than 20,000 unique visitors a day for the 2000 season, an increase of 25% from the previous season, and more than 100% from the 1998 season and was distinguished by the Wall Street Journal (September 17, 1998) as one of the top four sports sites in the country. The site was listed as one of the top five baseball sites by The Sporting News in the spring of 1999 and as one of the top ten baseball sites by Baseball Weekly in the springs of 1999 and 2000.

BALTIMORE ORIOLES

Baltimore, Maryland

PUBLIC RELATIONS INTERN, BALLPARK ENTERTAINMENT & ONLINE ASSISTANT

October 1995 – January 1998

Primary content, design and format manager of the official World Wide Web site of the Baltimore Orioles (www.theorioles.com). Maintained accurate and updated statistics and information on the Orioles official web site. Developed, designed and programmed web pages and Internet elements. Coordinated and maintained in-game updates and statistics for 1997 postseason. Provided information and built scoreboard messages for home games. Sole full-time department intern, reporting directly to the Director of Public Relations of the Baltimore Orioles. Researched, compiled and maintained Orioles and Major League Baseball statistics and records, both current and historical. Assisted in compilation and proof-reading of the 1996 and 1997 Media Guides and Post Season. Media Guides, significantly improving their content and appearance. Researched, composed and distributed weekly Minor League and Winter League reports for use by media. Authored game day program inserts distributed throughout the stadium.

SKILLS

- ◆ SharePoint 2007/2010/2013
- ◆ SharePoint Designer 2007/2010/2013
- ◆ ASP.Net, JavaScript, jQuery, C#
- ◆ SQL, VBA, Visual Basic, PERL
- ◆ Project Management
- ◆ Training
- ◆ Data Analysis
- ◆ Intranet and Web Design
- ◆ Adobe Photoshop, Adobe Illustrator
- ◆ MS Access, SQL Server, MySQL
- ◆ MS Excel, MS PowerPoint
- ◆ SQL, Focus

EDUCATION

DeSales University
Center Valley, Pennsylvania
Masters of Science in Information Systems
January, 2011

York College of Pennsylvania
York, Pennsylvania
Bachelor of Arts, Speech Communication
May, 1995