**Joshua Thomas Cooper**

**4215 Pebblegate Court**

**Spring, TX 77373**

**214-298-1492**

[**jcooper.sound@gmail.com**](mailto:jcooper.sound@gmail.com)

<https://www.linkedin.com/in/joshua-cooper-484a36156/>

**About Me:** I am a determined self-starter with a strong track record of bringing value to my employer.

My strengths include Enterprise Content Management, Project Management and associated technologies and methodologies associated with Software Development and support.

I am skilled at training and business communication and have managed and mentored hundreds of people over the course of my career. In my experience from over a decade in the Energy Sector where I have served as a project manager, business analyst and system analyst for enterprise-level applications. Our Team deployed solutions around the US and coordinated with teams across the global enterprise.

**Skills**

* Enterprise Content Management
* Microsoft Project
* Microsoft Office
* Application deployment
* Software testing
* Project Management
* Technical Support
* Technical Writing
* Workflow design
* Business Process design
* Planning
* Agile
* Saas
* Change Management

**Applications**

* Laserfiche Document Management
* Open Text Content Server
* Open Text Enterprise Scan
* Open Text Document Pipeline
* Sharepoint
* Microsoft SQL Server
* Team Foundation Server

**Certifications**

Certified Laserfiche Professional (2012)

Open Text Web Reports (2016)

**Experience**

**2009-2020**

**Exxon Mobil / XTO Energy**

**The Woodlands, Texas**

**Business Data Analyst - Geology and Geoscience (2018-2020)**

**Business Analyst - Enterprise Information Technology (2008-2018)**

* Facilitated the daily flow of data to the Engineering, Land, Accounting and Geology teams via a variety of systems ranging from commercial off the shelf solutions to in-house developed applications.
* Negotiated contracts with vendors resulting in cost savings. Developed training material and technical manuals, trained field staff and developed end to end information management solutions for all aspects of the organization.
* Worked closely with developers, automation and network operation teams to test and deploy applications that our customers required.
* Systems Analyst for Laserfiche Document Management
* Solution Design and Deployment
* Workflow Design
* Business Process review and design
* Application deployment including multiple divisions, training and post deployment support
* Application support for Enterprise Content Systems
* Imaging System SME
* Business Process review and design
* Application deployment including multiple divisions, training and post deployment support

**2008-2009**

**TAB Professional Services (on contract to XTO)**

**Varied Locations**

**Project Manager**

* Coordinated and managed information management projects for the largest US natural gas producer
* Managed a staff of 50 in varied locations in the DFW metroplex
* Duties included project management, solution design and staffing
* Business process design, customer communication and product delivery

**­­­2006-2008**

**Reprographic Consultants**

**Dallas, Texas**

**Production Manager**

* Managed production of architectural and construction printing including bid packages for firms including Raymond Harris, Carter Burgess and Balfour Beatty Construction.
* Developed a new business line leading to an increase in profits of $50k per month.
* Negotiated logistics contract leading to savings of $40k per year.
* Deployed an on-line Plan Room which brought value to clients and lowered overhead by reducing the amount of manpower needed to prepare and store bid packages
* Coordinated distribution of information for billion-dollar construction projects with international firms.

This is a summary of my most recent and relevant positions. Previous employment experience includes marketing consulting, restaurant management and graphic design. Details available upon request.