

Michelle E. Smith, PCLP

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Work Experience

M. E. Smith Consulting - (Self-Employed) Software Consultant (2002-Present)

Currently providing System Administration and Application Development services to clients, specializing in the area of IBM Lotus Notes/Domino.

Knowledge House Inc. - Senior Notes Specialist (2000-2002)

Coordinated Lotus Notes Team activities. Performed Domino Administration, Development, and Support duties for external clients and internal users. Project Manager for a project which re-architected the company's internal Domino multi-server environment to fix security issues and plan for future growth. Mentored junior team members. Evaluated new products.

Nova Scotia Power Inc. - Systems Analyst (1996-2000)

Administered the Lotus Notes/Domino Application environment, which includes corporate e-mail and many other applications for 1800 users. Developed new applications and maintained existing systems for Notes client and web browsers. Performed Project Management duties on several projects.

Halifax Regional Police Service - Senior Programmer Analyst (1992-1996)

Administered and maintained all hardware and software components of a large scale Police Information System (COBOL/Assembler), including emergency dispatch and records management. Performed crash analysis/recovery, system tuning and capacity planning. Developed, tested and implemented new software and modified existing applications. Monitored system performance and analyzed system problems; introduced solutions and preventative measures where required. Trained new team members, trainers, and users.

Central Guaranty Trust Company – COBOL Programmer (1991-1992)

Programmed in COBOL on a mainframe financial system.

Education and Qualifications

Professional Designations

IBM Certified Application Developer - Lotus Notes and Domino 8
IBM Certified Advanced System Administrator - Lotus Notes and Domino 7
IBM Certified Advanced Application Developer - Lotus Notes and Domino 7
IBM Certified Advanced System Administrator - Lotus Notes and Domino 6
IBM Certified Advanced Application Developer - Lotus Notes and Domino 6
PCLP Domino R5 System Administrator
PCLP Domino R5 Application Developer
PCLP Notes Application Developer R4
PCLP Notes System Administrator R4
ITIL, CIW Associate, iNet+

Formal Education and Training

Bachelor of Commerce, Saint Mary's University
(*Major: Business Administration and Computing Science*)

Solaris System Administration, CGS
Visio, Polar Bear
Introduction to PHP Programming, Daltech
XML: A Running Start, Daltech
UNIX Fundamentals, Daltech
Introduction to Java, Daltech
Adobe Photoshop, Polar Bear
Microsoft Project, Polar Bear
Bates Project Management
"How to Deal with Difficult People" Seminar, SkillPath
Certificate in Instructional Techniques, HPD

Technical Skills

- Lotus Notes/Domino versions 4, 5, 6, 7, and 8
- LotusScript
- Lotus Formula Language
- HTML
- CSS
- JavaScript
- UML
- XML
- PHP
- VB.NET and C#.NET
- Java
- Assembler, Pascal, Fortran, COBOL
- Dreamweaver
- Visio
- MS Project
- Photoshop