Resume

Jean-François Lecomte
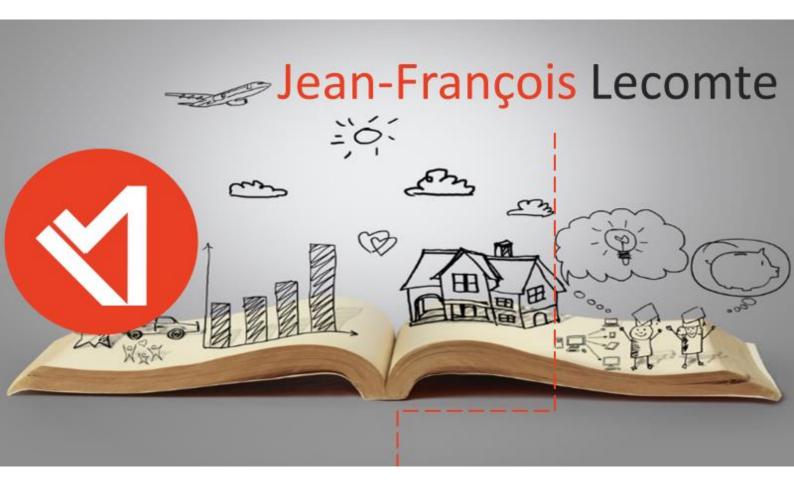
SharePoint Expert | Architect | Business Analyst | Project Manager |+12 years

Microsoft Office | SharePoint | Office 365 | Cloud | Governance | Architecture (Infrastructure & Development) | SharePoint and associated technologies|

Personal details

Last name	Lecomte
Christian names	Jean-François
Date of birth	February 16th 1983
Driver's license	B
Nationality	Belgian
Residence	Arlon, Belgium
Contact	+352 691 678 003 /jflecomte@intermade.lu
Characteristics	Goals and service oriented	Pro active
Roles and Position	SharePoint Expert	Architect	Project Manager	Business Analyst	Trainer
LinkedIn Profile	https://www.linkedin.com/in/jflecomte1

On request an interview with a reference can be scheduled.

Profile

I've been taking the role of SharePoint Solution Architect in various projects and consultancy missions for about 12 years.

Since 2012, I'm also endorsing the role of Project Manager/Delivery Manager/Technical Coordinator through different projects and trainings. I started that new role in the area of expertise in which I was the most comfortable with: SharePoint Project Manager. In parallel, the same year, I started to conduct other projects where I was completely technology unaware like the PMO role in a Desktop Transformation project for KBL EPB. In 2013, I started to manage various types of projects for the NSPA (NATO Support Agency in Luxemburg) that allow me to confirm and improve my related skills. During 2014 and 2015, I mainly worked for KBL EPB as Project Manager for the IT department in various type of project (Pure Infrastructure Projects/ Services for Affiliates/ Business Oriented Projects Implementation (e.g. SharePoint Project Portfolio Portal, mobile eBanking, CRM,…)).

Since 2016, I refocus my career on my favorite activity: Collaboration Solution Architecture / Development. For instance I worked on a SharePoint Web Frontend KISS solution: On top of SharePoint (online(Office 365) and/or on-premises), we developed a new responsive layer that provides a simpler and more efficient interface for the end-users. All the OOTB features could be accessed through this solution. Currently we already provided these types of functionalities through this user interface: Document Management, Team Calendar (connected with exchange), Tasks Management, Search. This toolset is already used by our customers. Some of them use it on top of their SharePoint online teamsite (O365). It is also used by other clients on their premises farm. It is important to notice that our solution is natively SharePoint 2016 ready. Main Technologies: SharePoint 2013 REST Api, Jquery + extensions (UI, moment, ...), JavaScript.

I'm currently working at various customers as a SharePoint Solution Architect helping them in migrating to new SharePoint based platforms, in governance and adoption plan, creating and performing tailor-made trainings or in developing LOB applications. See more details in the next section.

Specialties and Technical Transcript

- SharePoint 2003, 2007, 2010, 2013, 2016
  - Architecture: Development & Infrastructure
  - Business analyst
  - Solution provider
  - Consultancy
- Office 365
- MS Cloud technology
- SharePoint Migrations
- Reporting
- Workflows
- Bootstrap, CSS, JQuery,
- HTML, JavaScript
- Scripting, PowerShell
- .Net development
- Visual Studio, Sublime Text
- MS Office 2010, 2013, 2016
- Sharegate, DocAve (Avepoint)
- Quest Notes Migrator
- SQL Server & Windows Server

Informative and Process Management

- Collaboration
- Enterprise Content Management
- Architectural design and strategic advice
- Document Management
- Writing Functional and Technical Specifications
- Project Management
- Architectural Design
- Boosting productivity
- Digital Transformation
- Next Generation Portals
- Governance
- Mobile Communication
- Presenting / public speaking / story telling
- Pre-sales activities
- Generating new business
- Master Data Management
- Writing RFP, Proposals
- Coaching and People Skills
- User adoption

Work experience

Period	01-2016 - Currently
Company	Intermade
Business type	IT Service Provider
Position	SharePoint Expert Project | Managing Partner

Assignment	Intermade is an interactive consultancy and technology firm matching the most experienced people in the industry to the most challenging business and technical problems our clients are facing. Our team is specialized in SharePoint, Office 365, Business Intelligence and Unified Communications solutions.
	
	Some tasks and activities
	   o Architecture (Infrastructure & Development), Project Management & Business Analyst in SharePoint and associated technologies (SharePoint, Unified Communication & Business Intelligence)
	   o Specialized Senior SharePoint consultant & Technical Project Expert SharePoint
	   o Migrations
	   o On-premises, Hybrid and Cloud implementations of next generation intranet/sites/workplaces
	   o Digital Transformation
	   o Governance, Risk and Compliance optimization
	   o Project and Delivery Management
	   o People Management, Coaching
	   o Company

Projects	**SharePoint Governance - European Investment Bank – Luxembourg – June 2017– Currently**
	I'm involved in a major sub-project of the Collaboration and Sharing Program. I'm responsible of delivering the whole IT governance of a new SharePoint 2016 platform that is being deployed.
	The main components of this mission are:
	   • A governance portal > best way to make the governance items consumable
	   • A service map
	   • A global governance document
	   • Admin tools review (Sharegate, QiPoint, DocAve, Metalogix, SPDocKit)
	I'm also reviewing all the technical documents produced by the implementation team.
	
	SharePoint Consultancy – AG2R La Mondiale – Luxembourg – February 2017– Currently
	I'm leading a SharePoint project that implies:
	   • The implementation of a new SharePoint 2016 platform for the customer (Production and UAT)
	   • A content migration (files from files server to SharePoint collaboration portal).
	This mission also includes:
	   • Infrastructure deployment and maintenance
	   • Guidance on new collaboration portal governance (User adoption strategy, permissions management, workflows, patching strategy, …),
	   • Documents Migration guidance
	   • LOB applications migration analysis
	
	SharePoint Solution Architect – Edmond de Rothschild Asset Management – Luxembourg – March 2016–March 2017
	I'm responsible of maintaining/improving several SharePoint based applications:
	   • Funds documents/events/tasks management
	   • Compliance documents/events/tasks management
	   • Reporting application (allowing to generate docx and xlsx docs from SharePoint from XML data inputs)
	   • I'm also involved in the Migration Roadmap to the target new SharePoint Group platform(s):

- Defining the requirements of the new platform(s) (Technical and functional architecture, governance policies definition)
- Building migration strategy
- Technical documentation
- Recommendations and best practices advices

SharePoint Development – Intermade – Luxembourg – January 2016–Currently
On top of SharePoint (online(Office 365) and/or on-premises), we developed a new responsive layer that provides a simpler and more efficient interface for the end-users. All the OOTB features could be accessed through this solution. Currently we already provided these types of functionalities through this user interface: Document Management, Team Calendar (connected with exchange), Tasks Management, Search. We believe that this KISS web frontend solution will increase the productivity of the end-user on this collaboration platform and also ease the adoption of SharePoint platform.
This toolset is already used by our customers. Some of them use it on top of their SharePoint online teamsite (O365). It is also used by other clients on their premises farm. It is important to notice that our solution is natively SharePoint 2016 ready.

Period	02.2009 till 12-2015
Company	HP Luxembourg
Business type	IT company
Position	SharePoint Consultant	Project Manager
Projects	

Project Manager - KBL epb – Luxembourg - May 2014–December 2015
In a critical IT situation (cost reduction, understaffing…), I was Project Manager and/or Delivery manager in different type of project: Affiliates Data Center Migration, DRP, New CRM (customized for wealth management) implementation, responsive ebanking platform set up, AML tool set up, BI platform migration…

I also worked together with the Infrastructure senior architect to deliver all the IT projects (more than 50 projects in progress or about to start).
In this context, my scope was:
- Make an audit of the situation
- Create and validate Architecture Schemas for every project with all related stakeholder (Leading Expert, 3rd Party, Business Owners...)
- Create the operation planning from an Infrastructure perspective
- Create the related documentation (PID, Detailed Design, BOM, Handover…)
- Launch the operations implementation (ticketing system management)

Out of our scope but needed to improve the efficiency of the Projects delivery:
- Launch initiatives(non exhaustive list):
  - Improve the existing projects procedures
  - Improve the collaboration/communication between the teams (New SharePoint sites, Projects Review Meeting…)
  - Standardize several processes (Visio template, Naming convention….)

Project Manager - NSPA(NATO) – Luxembourg - October 2013–February 2015
I am responsible of managing several projects for the customer in different areas of expertise. I am also involved as a technical writer in one of these projects.
Main activities:
- Resources management
- PMM, Dashboards and Presentations preparation
- Documents Management
- Financial/P&L Reporting
- Contract/PO's follow-up Technical documentation (Architecture design,…)

*NATO Secret Clearance valid until 2019

SharePoint Project Lead - Ville d'Esch-Sur-Alzette - Luxembourg - June 2012-November 2013

Migration of the SharePoint 2007 custom workflow to the SharePoint 2013 platform:
- Project Coordination:
    - Development follow-up
    - PO management
    - PMM preparation
    - Dashboard and presentations preparation
    - P&L Reporting
- Preparation of the future production environments:
    - Technical documentation (Architecture design,…)
    - Management of the infrastructure team

BID Management/SharePoint Consultancy - European Parliament - Luxembourg - July 2012-September 2013

SharePoint 2013, Office Web Apps 2013, SQL 2012 (AlwaysOn), VMWare 5.1, 3PAR 7400, HP ProLiant

The customer gives us the opportunity to work on a proposal for a SharePoint Infrastructure based on HP BladeSystem and HP Storage as the related implementation services and maintenance.

The customer has no SharePoint content yet so it will be a first implementation project:
- Presentation of the HP's capabilities in SharePoint technology
- Build of the proposal
- Presentation of the proposal to the customer
- Delivery of the proposed solution started in January 2013
    - Detailed Architecture and technical documents issuance
    - Test Plan and DRP documents and implementation
    - Implementation coordination and overall project follow-up

SharePoint Consultancy - Alcatel-Lucent – Luxembourg - June 2013–August 2013

In the technical team that is responsible for implementing a SharePoint Migration Strategy for a worldwide big player in the Telecom industry. This encompasses migration of several TBs in SharePoint 2003 and 2007 content (50/50 ratio), while keeping all options open for 2010/2013 integration.

PMO - KBL epb - Luxembourg - September 2012–March 2013

Involved in a Desktop transformation project > Fat client to SBC (Server Based Computer)

I was working together with the Lead Project Manager to help him on the following tasks:
- Resources planning
- PMM preparation
- Dashboard and presentations preparation
- P&L Reporting

SharePoint Consultancy - Millicom – Luxembourg - May 2012–September 2012

SharePoint Collaboration, Publishing and Application platforms management.

Needs for a corporate portal that will be part of the corporate services that are foreseen by the customer:
- Assessment of existing platforms
- Build of a global governance plan for this new collaboration platform
- SharePoint Roadmap:
- Collaboration Stream
    - Build the New OOTB Farm
    - Launch an adoption plan of this workspace
- Corporate Portal Stream
    - Build the strategic team
    - Launch the project

SharePoint Solution Architect – ArcelorMittal - Luxembourg - September 2009–April 2012

SharePoint Collaboration, Publishing and Application platforms management

- Maintenance of existing platforms: Development of new functionalities, improvement of existing one's
- Migration roadmap and governance plan to SharePoint 2010
- Management of offshored people
- Coaching of Helpdesk people
- Platforms migration to new data center
- Intranet improvement to cover customer's needs for:
  - Worldwide accessibility
  - Performance
  - Profiling

SharePoint Consultancy - HP Luxembourg - February 2009–August 2009
SharePoint Management
- Setting up of a collaboration platform delivering different e-services. The platform is based on the last Microsoft technologies in this area of business (SharePoint 2007, Server 2008,…)
- Help to install the SharePoint infrastructure
- Application development
- Infopath development

Period	09-2007 till 02-2009
Company	Acane Consulting Belgium
Business type	IT Service Provider
Position	SharePoint Developer
Projects	**SharePoint Developer – Total Petrochemicals - April 2008–January 2009** Migration Project: 250 Notes applications to MOSS 2007. • Creation of content industrialization process: Switch-over from an environment to another = Virtual Machine -> Server Test -> Server Prod (3 different Active Directory) • Application deployments. • Internal team trainings. • Technical analysis of applications. • Migration tools analysis and tests. • Development tools analysis and tests • SharePoint applications and reusable components development (State Workflow, Event Handlers, Webparts, Internal framework ...). **SharePoint Developer - Insurance - January 2008–February 2008** Development of a contract management application. Word documents generation composed with several sub-documents stored in MOSS 2007. • Extending Word 2007 workbench: adding a Task Pane used to filter, preview and add sub-documents in the Master document. • Documents storage and security managed in SharePoint 2007. • Multilingual management – translation workflow. • .Net development with the SharePoint and Visual Studio Tools For Office extensions. **SharePoint Developer - ICT - September 2007–December 2007** SharePoint intranet development to improve collaboration within the company (announcements, calendars, contacts, projects, …) and sharing documents (versioning, check in-check out, …) : • Content type management. • Workflow management. • Integration in a MS Office environment. • Installation, settings, design and test. • Visual Studio Custom Approval Workflow. • SharePoint Lists customization – Custom fields and Event Handlers.

Period	11-2004 till 09-2007

Company	Fujitsu Services Belgium
Business type	IT Service Provider
Position	Analyst Developer
Project	**Web developer -European Commission – August 2005–September 2007** • XSL development to migrate main web sites of the 27 European Union Member States to the « Web Starter Kit » based on Documentum. This migration needed a good knowledge of web technologies such as XSL, XSLT, XHTML, CSS, JavaScript, and a good sense of communication. • Development of new web functionalities among customer's needs. Maintaining features among the tool evolution. • Maintenance of every migrated sites. • Helpdesk tasks. **Java/J2EE developer – European Commission – November 2004–August 2005** • XSL/XML/Java/J2EE applications development. • Functional tests of the « Web Starter Kit » • Internet sites development (XLS stylesheets, Java Classes, CSS classes). • Deployment of the generic sites on different environments. • Tests: decision tables development. • Writing functional documents. • Solution Maintenance on site.

Education

- o IT Degree - 2004 - Institut d'enseignement supérieur de Namur (I.E.S.N.)
- o Secondary School - 1994 - 2000 - Institut Saint Joseph de Ciney

Certifications

- o Prince2 Foundation
- o ITIL Foundation v3
- o TS: Microsoft Office SharePoint 2010, Configuring
- o TS: Microsoft SharePoint 2010, Application Development
- o TS: Configuring Microsoft Windows SharePoint Services 3.0
- o TS: Configuring Microsoft Office SharePoint Server 2007

Trainings

- o Agile PM foundation
- o Prince2 Foundation
- o ESM Survival Guide - Program and Project Management Training - MS Project 2010
- o Part of the HP Project Management Capability Development Program
- o Orsys: Gérer un projet informatique
- o Documentum Technical Fundamentals
- o Macroscope

Language

- o **English** (Professional working proficiency)
- o **French** (Mother tong)

Current interest

- o Diving
- o Entrepreneurship learning materials
- o Blockchain & Cryptocurrencies
- o Zythology
- o …