

# LYNN RICHARDS



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## PROFESSIONAL SUMMARY

IT professional with extensive experience in the software development lifecycle, project management, and database administration. Proven ability to manage projects from inception to completion, ensuring efficiency and quality. Adept at working independently while also excelling in team collaborations to achieve project goals and deliver high-quality results.

## EDUCATION

### Project Management Professional (PMP)

Project Management Institute

Vancouver, BC

(In progress - Expected 06/2025)

### Full Stack Developer Certification

CareerFoundry

Vancouver, BC

### Master of Science in Computer Science

Cornell University • 08/1994 – 08/1995

Ithaca, NY

### Bachelor of Science in Computer Science

The American University • 09/1990 – 08/1993

Washington, D.C.

## TECHNICAL SKILLS

- MS SQL Server, MongoDB
- CSS, Java, jQuery, Javascript
- Node, REACT, Bootstrap
- MS Office, Adobe Suite
- Git, Trello, Teamwork, Zendesk, and more...

## ADDITIONAL INFORMATION

- Fluent in English, French and Arabic.
- US & Canadian citizen.
- Avid cyclist, and trail runner, with top podium finishes in races across BC and AZ.

## WORK HISTORY

### IT Consultant - NGN Productions

Vancouver, BC • 09/2017 - present

- Developed a SQL Server database for NGN's film repository, writing SQL procedures to manage movie releases, maintain data, and generate automatic weekly reports for executives.
- Responsible for overseeing database maintenance, monitoring IT infrastructure, and providing support for end-user software applications.

### Project manager - Cycling Components Network

Vancouver, BC • 11/2015 - 05/2017

- Documented business requirements, and system workflows to guide a team of engineers in developing innovative online registration systems for clients such as *USA Cycling* and *Triathlon Canada*.
- Maintained project schedules, work breakdown structures, issue logs, and status reports while adhering to timelines, scope, and quality standards.
- Collected, analyzed, and presented statistical membership reports for *Triathlon Canada* and *The Vancouver Sun Run* by developing an application that generated and compiled historical customers' membership data.

### Web Developer - Self

Phoenix, AZ • 09/2009 - 11/2015

- Managed client-server solutions for *The Cawley Company*, a global provider for badge identification systems. Responsibilities included maintaining an encrypted database-driven badge ordering system for all *Carlson Hotel* branches, and online employee badge ordering systems for *Cintas*, and *Budget* offices nationwide.

### Corporate Quality Senior Software Engineer - Intel Corporation

Chandler, AZ • 10/1995 - 09/2006

- Contributed to the design and development of the central repository for Intel's Customer Operational Shared Resource (COSR), a web-based application with a SQL Server back-end.
- Product owner of Intel's Change Management Information System: a client-server application that automates the notification of product changes to Intel's customer base worldwide. Served as the lead liaison between business analysts, development team and end-users to ensure clear communication, effective requirement gathering, and seamless project execution.