

Robert Anascavage

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SUMMARY

Knowledge management professional with a diverse background in UX, HCI, & IT, looking to build accessible, intuitive, and useful products and processes.

Key skills include:

Information Governance | UX Research | Business Process Automation
Microsoft Power Platform | Oracle SQL Dev & APEX | Nintex | Sketch/Figma

WORK EXPERIENCE

Department of the Interior (BSEE), Elmwood, LA

Program Analyst – IT Coordinator, 05/2024-Present

- Created automated workflow solutions including an oil & gas permitting collaboration tool and an online inventory app for offshore divers & inspectors.
- Composed quarterly and annual Vital Statistics reports for leadership.
- Created custom SQL data queries and reports.

Americorps, Washington, D.C.

Program Analyst – Knowledge Management Specialist, 01/2022-05/2024 (Term)

- Created automated forms and workflow solutions including an Ethics review process earning a CEO Award.
- Created custom SharePoint library solutions including two to inform users when a particular agreement was set to expire.
- Created and managed new intranet pages, lists, libraries, Teams Channels as needed.
- Oversaw migration of SharePoint sites to SharePoint Online.

The Lower Colorado River Authority, Austin, Texas

SharePoint Records Analyst II, 09/2019-01/2022 (Contract)

- Designed, optimized, and standardized their SharePoint environment resulting in the restructuring of 180+ site collections down to 50.
- Drafted governance documents and implemented record retention processes to ensure legal compliance
- Provided SharePoint & Teams training and ongoing user group meetings.

Tokyo Electron, Austin, Texas

Business Systems Analyst, 08/2017-08/2019

- Oversaw projects with stakeholders to automate business processes using Microsoft SharePoint, InfoPath, Nintex, and PowerApps.
- Conducted usability and user acceptance testing to develop and test accessible forms, workflows, websites, and content management protocols. Applied iterative insights gained into our Agile development cycle.
- Assisted in the migration and upgrade of SharePoint 2013 to 2019 and Online by conducting difficulty assessments of its contents and creating a migration phase plan.
- Assisted in business continuity and disaster recovery planning to ensure JSOX compliance.
- Developed digital dashboards in Power BI to measure and track project performance

EDUCATION

- **Master of Science: Information Studies; Human-Computer Interaction, 2019**
The University of Texas at Austin - Austin, Texas.
- **Bachelor of Arts: Psychology, 2017**
Syracuse University - Syracuse, New York.

ADDITIONAL SKILLS

Methodologies

UI Design | Rapid Prototyping | Human Factors | Wireframing
Generative Research | Evaluative Research | Interviewing | A/B Testing
Card Sorting | Persona Generation | Technical Support | Records Management
Information Architecture | User Acceptance Training | Agile | Scrum | Kanban

Software

Microsoft Power Apps | Power Automate | SharePoint | SQL Developer
Oracle Application Express (APEX) | ChatGPT | Microsoft CoPilot
Adobe Creative Cloud | Power BI | InfoPath | Tableau | Qlik | SPSS