

## RICHELLE SWINTON

### WORK HISTORY

#### **CONTENT DEVELOPER, MICROSOFT**

July 2022 – Present

- Translate technical manuals to develop accessible training materials for instructor-led training programs on various Microsoft Purview tools including Information Protection, Data Loss Prevention, Data Lifecycle Management, Records Management, eDiscovery, Communication Compliance, Insider Risk, and Privacy Management.
- Create procedural-based labs to supplement training programs and ensure learners have a hands-on understanding of how to use Microsoft Purview Risk and Compliance tools.
- Create accessible learning content for Microsoft Purview Risk and Compliance products that effectively educate learners through complex technical concepts and procedures to a diverse audience.
- Conduct Job Task Analyses (JTA) with subject matter experts to identify the knowledge, skills, and abilities required for an Information Compliance and Protection Administrator are relevant and develop training based on that analysis.
- Publish accessible instructional content, including course materials, lab exercises, and assessment items, on GitHub, utilizing version control to manage updates and ensure accuracy and consistency of content.
- Define clear and measurable learning objectives to guide the development of high-stakes certification exam content.
- Review certification exam items for accuracy, relevancy, and alignment with learning objectives and test specifications, ensuring that the exam content is up-to-date and reflective of industry best practices.

#### **CONSULTANT – DATA & AI, MICROSOFT FEDERAL**

May 2019 – July 2022

- Participated in major migration of thousands of on-premises applications to Azure Cloud. Migration activities include optimization of MongoDB, Cassandra, MySQL, and SQL Server to their cloud counterparts of Cosmos DB, Azure Database for MySQL, Azure SQL Database, and Azure SQL Managed Instance to modernize the client's data landscape.
- Contributed to 50+ design patterns to be consumed by all employees, allowing repeatable implementation now and in the future into the cloud.
- Involvement in architectural data warehouse discussions and decisions to optimize data from on-premises data warehousing in SQL Server, Vertica, and Teradata to modernize into Cosmos DB, Azure Synapse, or Snowflake in Azure to facilitate deeper analysis and monetization of data for clients.
- Created technical guidance to help delivery teams optimize databases into various Azure data technologies to accelerate delivery of thousands of applications on a multimillion-dollar contract.
- Creation of architectural design diagrams and documentation for delivery teams to have a deeper understanding of end-to-end data migration network and security requirements to guide teams with data movement of thousands of applications into Azure on a multimillion-dollar contract.

- 
- Scrum leader to a team of database subject matter experts to properly log project status in an effective and timely manner. This enabled the team’s work to be visible to leadership and stakeholders for proper resource allocation.
  - Mentorship of fellow employees to enable them to understand data migrations to confidently deliver for clients.

**SENIOR DATABASE ADMINISTRATOR, SOLERA HOLDINGS**

July 2018 – May 2019

- Managed SQL Server for multiple business units ranging in size from small business with one, two server cluster nodes to environments with 500 production SQL Server databases with multiple SSRS and SSIS servers and SSAS clusters.
- Collaboratively managed environments by communicating professionally and efficiently with management, report writers, database developers, and software engineers to serve a key role in providing safe and reliable data with integrity.
- Managed SQL Server in large scale with use of PowerShell to install SQL Server, migrate SSIS packages and SSRS reports as well as automate backup and restore solutions for SSAS and automate day to day tasks.
- Worked with ETL professionals by loading SSIS packages, reviewing SSIS packages, upgrading SSIS packages from SQL Server 2012 to 2016, and troubleshooting network SQL Agent and SSIS issues.
- Created automated lower-level environment refresh process with use of PowerShell within SSIS package steps and T-SQL scheduled with SQL Agent jobs.
- Provided backup strategies for SQL Server in smaller business units as well as evaluate different strategies for high availability in terms of clustering, availability groups, mirroring, log shipping, and replication in larger business units in need of more complex recovery solutions.

---

**EDUCATION**

**INSTRUCTIONAL DESIGN GRADUATE CERTIFICATE**

- Texas A&M University – Commerce

**BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**

- Western Governors University

---

**CERTIFICATIONS**

**ISC<sup>2</sup>**

SSCP

**MICROSOFT**

Azure Data Engineering Associate

Microsoft Information Protection Administrator

MCSA – SQL Server 2012/2014

MCT – SQL Server 2008

---