

## **EDUCATION:**

BACHELOR OF ENGINEERING, Computer Systems, <i>with distinction</i> <i>Carleton University</i>	Jun., 2005
BACHELOR OF ARTS, Psychology <i>Carleton University</i>	Jun., 2006
MASTER OF APPLIED SCIENCE, Technology Innovation Management <i>Carleton University</i>	Summer 2008 (In progress)

## **SPECIAL QUALIFICATIONS & CERTIFICATIONS:**

- Fluently bilingual in French and English, oral and written (Exempt level).
- Secret level government security clearance
- Knowledge of IM/IT management methodologies (PMI, ITIL, etc.)
- Experience with numerous projects in both private and public sectors
- Up to date on current trends and issues in IT technologies and management
- Registered E.I.T., and eligible for Professional Engineer designation (in progress)

## **INDUSTRY EXPERIENCE:**

### **Jun., 2008 to Present**

PROJECT LEADER CS-03  
IT RENEWAL

#### Related skills and technologies:

- IM/IT methodologies
- IT best practices
- Project and program management
- Timeline and budget forecasting
- RFP development
- Reporting to senior management
- Working groups
- Work breakdown structures
- Risk management
- ITSM
- IT architecture design
- Quality management
- Managing technical resources

### **Mar., 2007 to May, 2008**

SYSTEMS  
ADMINISTRATOR

#### Related skills and technologies:

- Network services
- LAN/WAN configuration
- Technology assessment

### **Elections Canada, Ottawa ON**

- Manage IM/IT projects to address the needs of the Directorate
- Manage and monitor IT services contracts (SLAs) for the development, implementation and support of IT solutions
- Evaluate technical and business needs proposals
- Manage consultants
- Oversee project deliverables, timelines, and budgets
- Represent branch at meetings with clients, working groups, inter-departmental committees, and other stakeholders of IM/IT projects
- Leading the research, analysis, development, implementation, support and maintenance of IM/IT systems, both for current needs, and for creating long-term technology service road maps
- Design and implementation of procedures for IT/IT standards and best practices for service delivery, infrastructure services, and IT security
- Write and present proposals for senior management
- Develop and manage business cases, cost estimates, project plans, project schedules, and procedures for IM/IT initiatives
- Participate in planning, deployment and monitoring of ITIL processes into Elections Canada environment

### **IBM / Elections Canada, Ottawa ON**

- Supported, maintained, and tested servers, networks, and applications for delivery of election services across Canada
- Developed scripts and tested software to implement next generation system architectures
- Advised on technical specifications, cost-benefit, ROI, and resource management issues of system designs in development
- Provided post-implementation support, testing and process adaptation for deployed technologies

- Protected environment
- Documentation
- IT support and escalation
- Network device configuration
- Testing/verification
- Release management
- Inter-group release coordination

### **Sep., 2002 to Present**

PRESIDENT &  
TECHNICAL LEAD

#### Related skills and technologies:

- IT project management
- Business analysis
- IT security consulting
- Service delivery
- Quality assurance
- IT support
- Application development
- Perl/PHP/Javascript/HTML
- Information management
- Release management
- Network management
- LAN/WAN Configuration
- Stakeholder management
- Requirements gathering
- Managing budgets and timelines
- Managing technical resources

### **May, 2003 to Apr., 2004**

SYSTEMS  
ADMINISTRATOR

#### Related skills and technologies:

- IT project management
- Business analysis
- Web administration
- Service delivery
- Information management
- IT security
- Infrastructure services
- Microsoft SQL/IIS/Exchange
- Microsoft Active Directory
- Veritas Backup
- Protected B environment
- Secret clearance
- Technical support
- Testing and verification
- Network configuration
- Documentation
- Cisco firewalls

### **Oct., 1999 to Feb., 2001**

- Participated in design sessions in prototyping new systems to enhance future operations and streamline information process flow
- Developed training material for deployment of systems
- Provided systems design and development expertise for LAN/WAN systems
- Aided in developing policies for IT and system deployment

### **MekTek Solutions, Ottawa ON**

- Manage business stakeholder relations through networking and meetings with decision makers, and end users to identify operational requirements of systems, goals, and financial constraints.
- Innovate methodologies and generate unique solutions to real-life problems using technological means
- Manage network of consultants with broad skills sets to complete projects to better streamline customer IT practices
- Customize and build computer system solutions to client specifications
- Manage multiple consultants, timelines, and objectives concurrently
- Generate new and unique solutions to solve customer needs
- Provide consulting and implementation services to leading companies on solutions such as wireless communication, database maintenance, backup and recovery planning, Internet marketing, virus protection and network security, network maintenance, and many more
- Research market potential and viability of numerous hardware and software development and implementation ideas
- Research and implement company policies regarding product selection, expenditures, financial projections and future projects.
- Script design and programming
- Provide business systems consulting and analysis

### **NAFTA Secretariat - Canadian Section, Ottawa ON**

- Provided bilingual technical systems consulting in all areas of the information technology department
- Researched, reviewed, analyzed, designed, planned and implemented new enterprise network system setup to improve efficiency and streamline processes for internal and external users of NAFTA IT infrastructure.
- Administered domain controllers of WinNT/2k/XP/98 network using WinNT/2k Server and Active Directory service
- Implemented, supported and maintained Exchange 5.5 and 2000 servers, SMTP mail services, IIS web servers, and MS-SQL databases.
- Performed and automated routine backups of essential data and configurations
- Oversaw migration of servers, network, operating systems, service packs and upgrades through new deployment phases
- Secured network with configuration and maintenance of Cisco firewalls, VPN, and dial-in services
- Developed and implemented disaster recovery plan for emergency preparedness
- Instructed end users on safe Internet usage techniques, maximizing work flow potential, common software tasks and solutions
- Troubleshooted hardware and software for fast issue resolution
- Researched, analyzed and advised on mapping of XML-based technologies to internal processes
- Participated in design sessions, technology reviews, budget planning, and prototyping of NAFTA digitization initiative

### **Nortel Networks, Ottawa ON**

WEB ADMINISTRATOR /  
PROGRAMMER

Related skills and technologies:

- Application development
- Service delivery

**Feb., 2001 to May, 2001**

SOFTWARE  
DEVELOPER

Related skills and technologies:

- Application development

**Oct., 2006 to Apr., 2007**

INNOVATION  
CONSULTANT

Related skills and technologies:

- Teamwork
- Technology analysis
- Business analysis
- Documentation
- Report development
- Project planning
- Assessment
- Financial planning
- Stakeholder management
- RFP review process

**Sep., 2006 to Apr., 2008**

TEACHING & RESEARCH  
ASSISTANT

Related skills and technologies:

- Application development
- C/C++/Programming
- Visual Studio
- Open source software
- IT project management principles
- Organizational behaviour
- Emerging technologies

**Sep., 2005 to Jan., 2007**

TECHNICAL  
ADVISOR

Related skills and technologies:

- Business analysis

- Designed, managed, and maintained essential departmental software, web pages and organizational charts.
- Created, debugged, maintained and updated scripts facilitating routine tasks via automation
- Facilitated coding and development work of team with useful tools and practices

**MediaHouse Software Inc. (Now Microsoft), Hull QC**

- Designed and implemented proprietary IP tracking software
- Built and tested development toolkits for award winning Internet software
- Researched development potentials for expansion modules
- Expanded knowledge and experience with development tools and database architectures

**Carleton University Technology Transfer Office, Ottawa ON**

- Assessed, evaluated, conducted reviews and offered recommendations on technology commercialization initiatives by faculty, staff and students at Carleton University
- Developed funding proposals for potential investors
- Advised applicants on strategic decisions to promote success of technology
- Researched commercialization and investment potential of new promising technologies
- Provided expert consultation on mapping of business processes to the successful commercialization of new technologies
- Developed and reviewed business plans for startup companies, including budgets, project timeframes, staffing, investment and other funding sources, patent and other legal obligations, and supplier chains, to maximize their potential for success
- Provided expertise in modeling of business processes in a startup company

**Computer Systems Engineering Dept., Carleton University, Ottawa ON**

- Researched and contributed to current topics on technology management, process efficiency, client/supplier relations, stakeholder motivations and participations in inter-corporate ecosystems, government technology policy evolution, open source business models, modern information technology tools and processes, agile project management, corporate decision making structures, cost-benefit and return on investment analyses, forecasting, entrepreneurship and startup models, end user feedback and perception management and more.
- Assisted in the instruction of students on management of new products, manufacturing processes, theories, concepts of business strategy, entrepreneurship, financing, growth strategy and the technology adoption life cycle
- Instructed and assisted students in the principles of problem solving and programming methodologies using C++

**Ottawa West-Nepean Federal Liberal Association, Ottawa ON**

- Researched and drafted proposals for implementation of current technologies for use in marketing and communications strategies
- Sat on board of directors to advise on development of information technology policies and practices
- Developed and implemented information architecture for communication and documentation of OWNFLA election activities

- *IT consulting*
- *Technology assessment*
- *Network setup/support*
- *Web development*
- *Working groups*
- Researched, reviewed and analyzed new technologies to improve effectiveness and efficiency of existing processes and develop strategies for future enhancements of communication and documentation processes during elections
- Provided cost-benefit analyses for web technologies
- Developed deployment plan and information process flow for establishing and maintaining an Internet presence

## **ADDITIONAL EXPERIENCE AND SKILL SET:**

### **Project Management, Business Analysis and Entrepreneurship:**

- Project management: Implementation and management of innovative systems, products and services, from concept generation to profit; Management of emerging telecommunications technology and network services
- Quality engineering and management: Defect analysis and modeling; Product reliability measurement, prediction and certification
- Business Analysis: Strategic Action, Growth, and Marketing plan creation and implementation; Venture strategy development; Disruptive technology assessment; Opportunity definition; Industry forecasting; Assessment and strategy in early market environments; Competitive differentiation, intelligence and strategy; Innovation best practices
- Industrial marketing and commercialization: Market opportunity assessment; Market segmentation and analysis; Marketing program implementation and evaluation; Product positioning; Product marketing mixes
- Managerial economics: Economic and risk assessment; Pro-forma financial forecasting; financial planning; Pricing strategy
- Open innovation: Transformation of closed source IP to open source
- Well versed in Agile Project Management best practices
- Successful entrepreneur, and experienced in business model development and planning
- Experienced with use of Microsoft Project for enterprise resource planning and business analysis

### **Business Network and Administration:**

- Maintain network of contacts in broad range of industries and professions
- Extensive interpersonal skills in managing multiple stakeholders in the planning and delivery of IT solutions at varied levels including investors, top management teams, consultants, developers, vendors, suppliers, marketing, and end-users.
- Up to date knowledge of financial administration and business management practices
- Excellent communicator, both in “tech speak” and “business speak”, to ensure a clear understanding between all stakeholders in a project

### **Systems Management:**

- Experienced in system administration of large networks, servers, active directory, user and database management, practices and policy
- Extensive experience in the use, installation, operation and cost-benefit analysis of computer systems, software, peripherals, components, parts, upgrades, etc.

### **Information Technology Skills and Knowledge:**

- Experienced in software and hardware architecture and practices
- Web 2.0 technologies and best practices
- Experienced in Unix, Windows NT/2k/XP/9x, Linux, and Mac environments
- Regularly review academic and trade publications on IT technologies and management to stay up to date on current trends, issues, and future advances

### **Open source:**

- Experienced in developing business plans for commercialization in open environments
- Researched open source strategy and ecosystems in various areas
- Researched impact of open source on virtual worlds companies and partner businesses
- Familiar with a broad range of open source projects and companies

## **AWARDS AND PROFESSIONAL ASSOCIATIONS:**

- Spot award for initiative – Dept. VG23, Nortel Networks
- \$3,000 prize winner – Wes Nicol Business Competition 2005
- 3<sup>rd</sup> Place – IEEE Papers Competition 2005 – Carleton University
- Three-time semi-finalist - \$10,000 Ottawa Technology Venture Challenge Business Competition 2005/2007
- Member of IEEE and IEEE Engineering Management Society
- Invited to submit research paper to Journal of Electronic Commerce Research
- Invited to contribute research to Open Source Business Resource publication
- Registered E.I.T. With Professional Engineers of Ontario (PEO)
- Eligible for P. Eng designation
- Preparing for Project Management Institute (PMI) CPMP designation exam

## **ONLINE PROFESSIONAL PORTFOLIO:**

For more information please visit <http://mekki.mektek.ca/>