

# Curriculum Vitae: Mark Kearns

## Personal Details: UK

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## Education

4 Advanced Levels including Chemistry, Physics,  
Mathematics

St Edwards College, UK | 1985 - 1987

10 O' Levels including English, English Literature and 2  
Mathematics

St Edwards School, UK | 1983 - 1985

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## Core areas of expertise

**WordPress Development** – have been a freelance WordPress developer for over 9 years with experience of developing simple plugins, custom posts, custom backend and interfacing with APIs. My clients were SMEs and NGOs in UK, USA, Australia and Thailand.

**Communications** – have designed, implemented and led class-based technical training programmes and acquired a training accreditation in RDBMS software. Extensive experience of training end-users on applications and assisting with the preparation of end-user documentation. Able to manage small teams directly or virtually and extensive experience with client management for the whole lifecycle.

**Analysis**– comprehensive ability to manage, analyse and recommend solutions to multiple and conflicting requirements whilst identifying and communicating the impact on other systems and users.

**Global culture** – employment in mainland Europe, America and South East Asia; managed off-shore resources and worked in a Global team for over 10 years.

## Volunteer Experience

<b>Philanthropy Connections Foundation</b>	Chiang Mai, Thailand	WordPress Website and CRM configuration	October 2011- June 2019
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Initially I was drafted in to review a free CRM for Philanthropy Connections, migrating contact details and configuring the CRM to meet the organisation's requirements.

Since then I have built a multi-language custom WordPress site to support their Projects and fundraising. This included bespoke integration with DocData, a widely used Dutch payment platform.

<b>Mahachulalongkorn Rajavidyalaya University</b>	Chiang Mai, Thailand	Volunteer Teacher	October 2010 – May 2011
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As a volunteer teacher for the Introduction to Computer and Information & Technology BSc course. I created and lead the semester introducing Vietnamese, Laos, Cambodian and Myanmar monks to the basics of computer science.

<b>Greater London Association of Disabled People</b>	London, UK	Analyst and Developer	Nov1992 - Dec 1992
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Registered charity offering advice and advocacy services.

In preparation for my interview for DataEase international I offered my services as an analyst and programmer to the voluntary sector and completed the redesign, upgrade and documentation of G.L.A.D.'s mailing database

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## Professional Experience

**Philanthropy Connections Foundation**      Chiang Mai      Communications Director      November 2018 – June 2019

Continuing my work with PCF, I took on the role of Communications Director in developing and implementing a new Communications strategy across their social networks and website. Work included developing custom proposals and reports to project sponsors, developing new processes to improve workflow and managing an intern.

**Freelance WordPress Developer**      Global      Sole Developer      Oct 2010 –

I have built up a small collection of SME and NGO clients on 3 continents. The majority of my projects are new builds for clients with little experience of the process. As such I have sole responsibility for defining and refining their requirements; designing and building mock-ups; choosing, testing and customising appropriate premium themes and plugins; creating, and populating, their websites; and finally creating end user and administrator documentation.

**WooNinjas**      Remote      Developer and Programme Manager      August 2016 – Sept 2017

I joined WooNinjas, a WordPress development company, with the responsibility of preparing the project and development teams for rapid growth.

- defining and implementing new development and project management processes
- identifying and implementing new tools to support the processes

As a small team we all have multiple responsibilities and mine included client and account management, management of a remote team of developers and management of multiple concurrent projects.

Not one to let my technical skills atrophy, I continue to work on web development on multiple WordPress projects at the same time as acquiring experience with team and project management cloud services.

**Ernst & Young Global Limited**      London, UK      Senior developer      August 2005 – April 2010

The second largest accounting partnership globally, with offices in 140 countries and over 135,000 employees.

- As the lead developer for several projects, I have successfully managed small virtual teams of developers in US, London and Mumbai, reporting to the overall project manager. This included the additional responsibility of supporting clients, often new to application development, through the EYUP methodology from the gathering of requirements, analysis and advice on the solution, through specification and build iterations to final deployment including piloting and training.
- Able to rapidly accommodate with new and changing technologies as evidenced by the short time to deliver the EYG pilot of People and Places for the BlackBerry, a new platform for me.
- As Domino subject matter expert I am an committed representative for our sub portfolio in the Application Architecture Workgroup and sought out for advice by other EYG technical teams
- Successfully deputised for the manager during his 6 month extended leave

**Ernst & Young Global Limited**      London, UK      Lotus Notes consultant      February 2001 – August 2005

Notes consultant to the Global Operations Service responsible for infrastructure support services to the EMEIA region.

- As the sole Notes developer to the team I supported the product owners for the several global tools covering incident, change management and Notes administration by analysing and identifying enhancements, providing technical support, managing defects and deploying upgrades.

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- My role expanded to proactively identifying enhancements in order to take advantage of new functionality offered by Notes upgrades.
- Over the 4 years I became the Notes development and administrative subject matter expert to the infrastructure team.

**Bull Information Systems**    Slough, UK and Paris, France    Notes consultant    Sept 1998 – August 2000

One of Europe's largest infrastructure manufacturers, solutions providers and integration specialists.

- Sole developer responsible for realising existing functional specifications for a Domino workflow tool that manages the introduction of non-standard products to the European market. Required extensive use of the Notes Global Designer, a language localisation tool.
- Domino developer and subject matter expert for a pan-European sales pipeline activity tool working closely with, and travelling frequently, to several European countries.

**Coopers & Lybrand**    Dallas, Texas    Notes Developer    March 1998 – June 1998

One of the Big Four global accountancy partnerships employing over 146,000 staff in 150 countries. Now known as PricewaterhouseCoopers (PwC).

3 month secondment to the global development team for CLASS, Coopers & Lybrand's audit support tool used globally by 45,000 auditors to work on language localisation using Notes Global Designer.

**Coopers & Lybrand**    London, UK    Business Assurance IT Manager    May 1995 – March 1998

- IT manager with lead development responsibilities in addition to representing the 3,500 staff in Business Assurance line of business on several IT workgroups
- Sole responsibility of the whole lifecycle for knowledge base repositories for the Business Assurance functions.
- Team leader of 3 developers and lead developer for a suite of applications to introduce development standards to BA Technology Notes developers

## Software Tools

- Asana project management
- SLACK team communications
- PHPmyadmin

## Frameworks, Languages etc

- jQuery frameworks
- CSS
- PHP v5 to v7

## Pertinent Training

- Remote Refresher on RUP Principles and Introduction to EY UP
- Blueprint Project Management Methodology v3.2 workshop for Global IT
- C&L application development methodology