St Nicholas Burrus PMP MAOL GARA

Quick Learning, Experienced and Eager to Learn

Master's with a 4.0, a BABA, and current doctoral student. The American Council on Education's Student of the Year for 2020. I am one of the world's leading experts when it comes to scanner technologies according to the Bakersfield Californian. 110 words per minute experienced document conversion expert, with a wide variety of experiences a variety of business software and cases. Spent a great deal of time building up specialties in document management, business administration, organizational theory, community management, content writing, typing, and organizing paperwork.

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EXPERIENCE

Stria, LLC
OCTOBOER 2021– PRESENT
(3 MONTHS)

Solutions Engineer

Continuing a specializing in data informatics and classification artificial intelligence I used these tools at with my team to elevate several large businesses to a new level. This involved classification, identification, and one of the most advanced artificial intelligence invoice recognition systems on the market.

Constant critical thinking and reviewing work to reverse engineer forgotten work. This position has allowed me to more carefully craft client needs with an educational background that allows a 360-degree appraisal as part of the developments to provide the best service to the client as possible.

Stria, LLC
SEMPTEMBER 2020 – OCTOBER 2021
(1 YEAR 1 MONTHS)

Information Support Specialist

I made a lateral move from Quality Assurance Coordinator in the MDS-Production team to join the Information Systems team as an Information Systems Support Specialist. This allows me to better utilize my education and skills bit of a jack of all trades and interact with all aspects of Stria, LLC. This in turn lets me get experience in all positions at once, while mostly focusing on the technical side. As a leader in my organization this allowed me to more quickly elevate and perform at stronger anatomy to provide the client their exact needs.

Stria, LLC
APRIL 2018 – SEPTEMBER 2020
(2 YEAR 5 MONTHS)

Quality Assurance Coordinator

Specializing in data informatics and quality assurance, Coordinate the overall quality of Stria projects and intervene when quality is not up to Stria's standards before client delivery. In addition readiness to respond and come up with creative new controls and techniques to improve Stria's overall quality by reducing error by automating workflow. In addition, I have written and modified several Stria methodologies and SOPs to clarify and improve client understanding along with employee understanding.

In addition, I have mastered document classification and identification, becoming one of the quickest at it. This is for a variety of different projects and clients at Stria, with thousands of unique documents I am able to switch and file quickly regardless of project. With this increased role I have spent a great deal of time continuing to coordinate projects and be an indexing resource for many complex index projects at Stria.

I have proven time and time again I can learn any new software quickly and become proficient. In addition to the previous role at Stria, I have added new software capabilities to my skill list:

• DocuSign CLM (Certified)
• Smartsheet (Certified)
• T-SQL

- Basic Python
- Basic Bash
- ImageMagick Libraries
- Microfilm CAR including QuantumProcess and QuantumScan.

Stria, LLC

Services Coordinator

Proven leader of an invisible team that helps to change lives; many lives of people who will never know about my role in their records. Every day I get to help improve the lives of patients, or businesses dealing with contracts, medical records or employee records. I use a great deal of software and technology in my daily life at Stria:

- eClinicalWorks EMR
- ImageSilo EMR
- SpringCM
- Advanced Scanner Profiles
- Scanner Maintenance
- Zoho & Email Support

- Automation Anywhere
- RDCMan
- PSI:Capture
- Use of Shortcut Keys
- SpringCM File Management
- Barcode Creation

I have directly worked on projects for a major hospitals and local hospitals and medical clinics around the Bakersfield, CA area. I can recognize any medical document and classify it immediately. Outside the medical field, I have worked on several contract digitization projects.

Stria, LLC

FEBRUARY 2015 - MAY 2015
(4 MONTHS)

Document Management Specialist I

Started from the very beginning in high speed scanning freshly prepped content into a capture software. From the capture, to the Quality Assurance step where only the utmost highest quality is kept for maximum legibility. Data entry for hospital procedures, indexing for contracts, and ensure accuracy for all. Promoted to Coordinator, to lead a team within a few months.

NickPic.Host

FEBRUARY 2016 - PRESENT
(5 YEARS)

Hobby & Operator

NickPic.Host was founded in reaction to the hostility of many standing hosts in its niche. Rivals of the host no longer allow direct links or use of them as Content Delivery Network and this choked out a huge part of my personal favorite forums. Thus, I created NickPic.Host to fill in a need. This resulted in me learning massive experience in file storage management including transferring a large number of files to Amazon S3 and BackBlaze B2. Handle 50 million impressions a month, 100s of gigabytes of files every day and terabytes of bandwidth. I deal with maintaining a network of servers, that allows me to support tens of millions of

AboutUs

NOVEMBER 2007 – NOVEMBER 2017
(10 YEARS)

Volunteer Sysop/Ad

Use of advanced wiki editing in wiki syntax to create new content, moderate recent contributions in order to keep up with the site standards help others, answer questions, seed new content, fixing page titles, and fixing/resetting accounts. I still hold the position, though my activity on the network has decreased as of late. AboutUs inspired my love of technology. AboutUs was the largest wiki in the world throughout the 2010s.

RPG-Directory

MAY 2012 - JANUARY 2016
(3 YEARS 9 MONTHS)

Technical Staff

Oversee the technical side of the website to deal with the error reports, bugs, and make minor changes to keep the site information updated in the status sections as well as keeping an eye out for errors. Strong e-mail relations for replying to requests and dealing with errors within an internal ticketing system.

Gala-Net's Allods Online NA

Astral Scholar - Community Moderator & Wiki Guru

First volunteer moderator for the official website and forums of the MMORPG Allods Online, helped manage the community and stay active on the forums and with e-mails answering questions and helping new players in the game. Created and seeded the official wiki from scratch, created dynamic templates in the wiki that are still in use to the present day, extensive research of game mechanics to help seed the wiki.

EDUCATION & CERTS

Doctor of Healthcare Administration
Virginia University of Lynchburg – In Progress

2022

Master's of Arts in Organizational Leadership
University of Maine at Presque Isle – Latin Honors - 4.0 GPA

2021

Bachelor of Arts in Business Administration
Management & Leadership Concentration
University of Maine at Presque Isle – Latin Honors - 3.8 GPA

2021

2021

Project Management Professional (PMP)
Project Management Instittue Credential ID 3197725

University of London: Birkbeck – Management Course

2020

El Diamante High School

2007

Others
• Government Archives and Records Administration Certification (GARA)
• Six Sigma Seminar
• Lean Manufacturing Seminar
• Customer Service Seminar
• Ritz-Carlton Customer Experience Seminar
• FEMA Emergency Leadership
• America's Job Center Typing Certification

REFERENCES

A handful of written recommendations are available upon my LinkedIn as featured. Any references are available upon request.