

# E-COMMERCE & DATA TEAM

**A DIVERSE TEAM THAT INCLUDES A VARIETY OF EXPERTISE, INCLUDING BUT NOT LIMITED TO:**

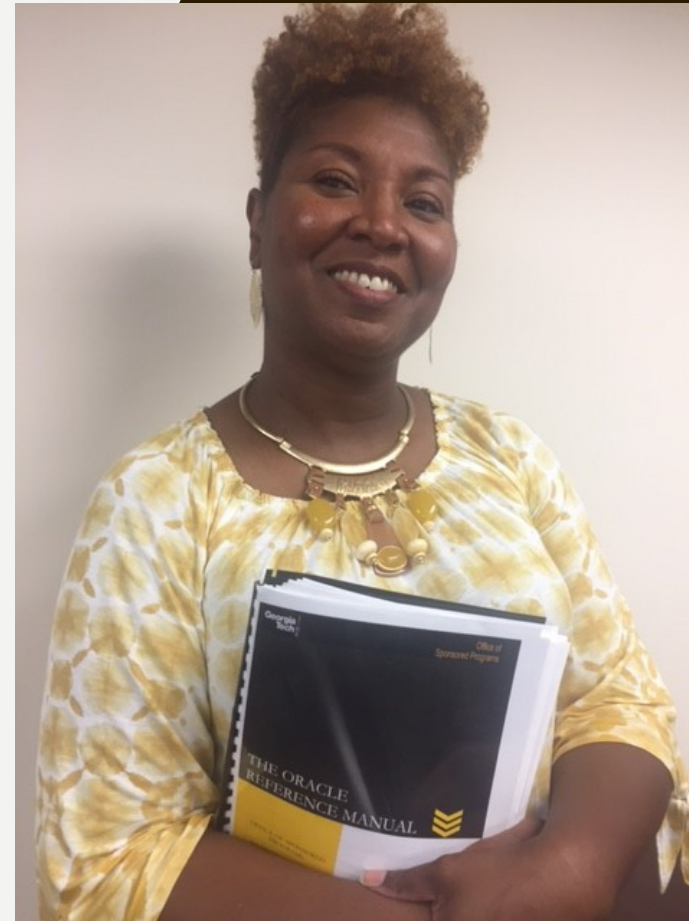
- Deliverable Support
- Customer Service
- IT Project MGMT
- Database Support
- Business Analysis
- CIS/ORACLE Training
- Application Support
- Documenting Business Processes
- System Recommendations
- Establish User Accounts
- Troubleshooting Application and Hardware issues
- Build Custom Reports
- Set-up Deliverable Access
- Resolve IT Issues
- Data MGMT/Data Integrity
- WAWF/iRAPT



# ABIGAIL BOYD

## BUSINESS ANALYST II

- Create and maintain documentation of business processes and training material.
- Partner with other teams/business units on potential enhancements and/or customizations to internal applications.
- Create test cases to validate functionality of system enhancements and modifications.
- Provide application support for CIS.
- Provide one-on-one and group training.
- Function as a liaison between end users and technical support staff on Oracle related issues.
- Create custom queries and deliver data sets to end users.



# KAMIE CUNNINGHAM

## GRANTS ADMINISTRATOR

- Responsible for administration, coordination, review and submission of deliverable reports to the CIS Deliverable system from project director/project investigators, faculty/staff and administrators.
- Responsible for updating of the RI deliverable mail dates requested by the PDPI or Administrators to the Sponsor & OSP
- Check lead sheet and reports for accuracy to OSP
- Answer all calls & emails to provide campus support/problem solutions for deliverable submissions
- Manage and transfer Final closed reports to SMARTech
- Review terminated report for PDPIs departing GT who have outstanding deliverables; contact departments and COs to determine PDPI's replacement
- Run ad Hoc Report of late NSF Reports to be retrieved from Fastlane and submitted CIS deliverable system
- Grant access to users to submit deliverable report to the CIS system via PDPI's approval
- Submit outstanding deliverable report to sponsor for Closeout Team
- Deliverable clean up list Finals

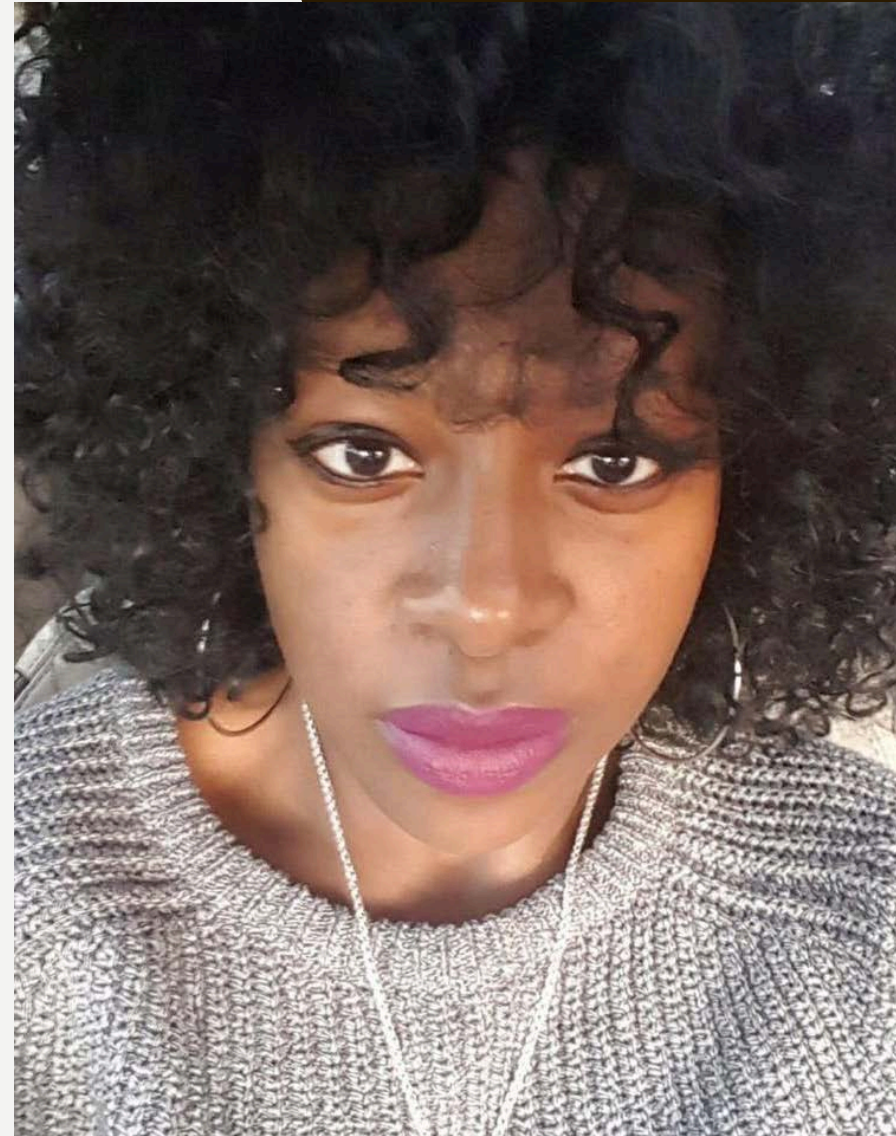




# TATIANA MARCUS

## BUSINESS ANALYST I

- Contracting Specialist for DOD, Non Federal and Industry Engagement Teams (As needed for the last 5 years)
- EOM Reporting (Distribution and Archiving)
- Ad Hoc Reporting for OSP/Campus
- Preparation and electronic submission of DD250Z's in WAWF (iRAPT) for the DOD Team
- Grant Access/reset passwords/Register/send reminders to Faculty/staff to iRAPT & Deliverable System
- Use information from ICOL Packages to manage and correct information/data associated with ORACLE and GTCrossroads
- Process GTRI Deliverables
- Assist Users with document uploads and submittals using the deliverable system
- Manage Over Due Reports
- Provide Deliverable Reports to campus
- Document business Processes
- Perform System Testing
- Transfer of records to the GT Library



# PATRICIA HEAD

## DATA ARCHITECT

- E-Commerce Team Sr. Lead
- Committees: Oracle Task Force, Data Warehouse, Decision Support Group, Work Task Force & E-Routing
- IT Project Management – ORACLE, CIS, Sub-agreements, Small Business, Deliverables
- Manage Oracle Database Application
- Application Technical Support/Customer Service
- Troubleshoot Software and Hardware issues
- Establish User Accounts
- Mentor and delegate duties to E-Commerce Team members
- Document Business Processes
- Provide Oracle and other system related training
- Assist with System/Application recommendations
- Generate report request for campus, BOR, Fact book, state agencies and external sources





## **FY17-18 TEAM GOALS “THE FUTURE”**

- Ad Hoc Training and Data Definition
- Update Sponsor List (Ongoing)
- Final Deliverables Clean-up (Ongoing)
- Update Deliverable Manual