

# Koga Wright

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Experienced Senior M365 Engineer with a strong background in SharePoint, MS Teams, and MS SaaS administration. Expertise in content migrations, user permissions management, and domain security. Adept at integrating various applications with SharePoint and developing comprehensive governance policies. Proven track record in enhancing collaboration efficiency, data management practices, and operational efficiency through strategic planning and execution.

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## Skills

- SharePoint, MS Teams, and MS SaaS Administration
- SharePoint Architecture, Workflow, Search, Metadata, and Topology
- Migrations (O365, Egnyte, Google, S3)
- Active Listening
- SharePoint, MS Teams, and M365, Technical Support and Training
- Installation and configuration of SharePoint On-Premises
- PowerAutomate, PowerApps
- Manage user permissions, shares, and domain security groups
- Microsoft Entra ID, Azure, Exchange, CoPilot
- C#, HTML 5, jQuery, CSS3, REST API, PowerShell
- Migration Tools (ShareGate, Cloudsfer, Migration Manager)
- Provisioning (Provision Point, AvePoint)

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## Experience

2018-2024

### Senior M365 Engineer, Developer / Distributed Logic Corp Remote, MA

- Engaged with new clients to assess their current collaboration tools by conducting a comprehensive analysis of their SharePoint, MS Teams, and OneDrive environment. Evaluated existing configurations, identified areas for improvement, and provided recommendations. Enhanced client's collaboration efficiency and data management practices.
- Planned and executed content migrations from Egnyte, Google Workforce, File Servers, and Amazon S3 utilizing ShareGate, Migration Manager, and other migration tools. Successfully migrated all content with minimal disruption to client operations.
- Implemented AvePoint provisioning and cloud backup services. Configured and tested backup solutions to ensure data security and availability. Provided our clients with robust data protection and recovery options.
- Ensured compliance and security for client's Teams and SharePoint environments. Managed workspace lease periods and permission attestations for content owners. Reviewed and updated permissions and communicated changes to content owners utilizing automation. Maintained secure and compliant access controls.
- Integrated Mail Chimp, InfoDesk, Tableau, and Boomi with SharePoint. Allowed tracking of various workflows and actions completed by responsible parties.

- Documented and established settings and policies for SPO, MS Teams, and OneDrive. Created comprehensive governance policy and trained users on best practices.
- Developed a strategy for Copilot integration. Analyzed client needs, planned integration steps, and executed the strategy. Integrated Copilot, enhancing client's operational efficiency.
- Created external SharePoint collaboration sites and granted access to government and research personnel. Automated configuration of collaboration sites, managed permissions, and resolved access issues. Facilitated critical collaboration and ensured smooth access for NIH personnel.
- Implemented onboarding PowerApps to automate new user access and processing.
- Designed and implemented intranets for pharmaceutical companies and universities. Customized intranet sites to client branding guidelines and facilitated user adoption. Delivered tailored intranet solutions that enhanced organizational communication.
- **Architected** department SharePoint site suites leveraging Communication sites and Metadata term creation and tagging. Provided departments or functional areas with efficient and organized SharePoint sites.
- Educated and advised users on O365 best practices. Conducted training sessions and provided ongoing support.

2016-2018

### **SharePoint Administrator / MSPCA-ANGELL Boston, MA**

- Architected, Installed and configured our SharePoint 2016 on premise sever environment. Established a functional and reliable SharePoint 2016 Farm.
- Collaborated with our Infection Control Committee Chair to build a site complete with links, discussion board, announcements, warnings, alerts, best practices, articles, calendar, meetings, notes, and automated email workflows. Delivered a fully functional site that facilitated critical communication and collaboration.
- Created a BCS connection to several SQL databases to integrate SharePoint as our front end to handle access rights and data presentation of older databases. Enabled efficient data access and presentation through SharePoint.
- Created and compiled SharePoint training and orientation materials increasing user knowledge and proficiency.
- Established a standardized process for requesting new sites or features.
- Created a detailed disaster recovery plan covering the SharePoint farm, sites, and libraries. Ensured preparedness for potential data loss scenarios.
- Architected and documented SharePoint Topology, including permission structures. Provided clear and accessible reference materials for posterity.
- Identified and corrected SharePoint server Farm issues based on event viewer and performance manager alerts. Maintained server stability and resolved potential issues promptly.
- Scheduled and implemented server and CU updates, ensuring minimal downtime. Maintained server security and performance with up-to-date patches.
- Monitored server health, space, and backup operations using DPM. Assured optimal server performance and reliable data backups.

2011-2016

### **Helpdesk Specialist / MSPCA-ANGELL Boston, MA**

- Created an auditorium recording, broadcasting, and SharePoint postings solution for lectures and live remote participation. Researched, purchased, and installed necessary equipment (condenser microphone, mixer, PA, cables, Microsoft Encoder 4). Set up a broadcast system using a Silverlight web part. Created detailed documentation for using the equipment. Enabled remote sites to participate in live presentations and provided clear instructions for staff.

- Responded to over 25 requests per day via phone, email and our helpdesk system. Created a helpdesk solution for a remote site on SharePoint.
- Received recognition for being an exemplar of one of MSPCA-Angell Core Values: Positivity

2008-2011

## **Teacher, Admin. Assistant / Underwood Afterschool Program Newton, MA**

- Set up the program's computer network and routers.
- Taught 'Science Center' and began a pen pal program 'Global Alliances'.
- Planned and organized student trips and activities including appropriate staffing, and transportation.
- Established the Afterglow newsletter.

1997-2001

## **Sales Associate / Radio Shack Bloomfield, CT- Boston, MA**

- Learned customer service by 'demystifying technology' for the general public.
- Helped customers with what they came in for. Listened carefully, then offered solutions that would benefit them best.
- Learned how to discuss foreign concepts and products to the average person by prioritizing benefits and daily uses, then introducing the features and specifications of items, goods, and services.

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## **Education**

2011

## **Network Communications and Information Systems / Lincoln Technical Institute Somerville, MA**

1997-2000, 2007-2008

## **Jazz Studies / University of Hartford, Hart School of Music West Hartford, CT**

Maintained a high GPA above 3.0.

Made the dean's list.

Studied the history and performance of the United States of America's classic music.

Received a performance scholarship to attend.

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## **Certificates**

CompTia A+, CompTia Net+, MS SharePoint 2010 for Power Users and Site collection Administrators, Planning and Administering SharePoint 2016 [M20339], HTML 5 CSS3 and JQuery, Querying T-SQL, and more.

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## Activities

Volunteered at Athena Healthcare to install and configure Server 2008 & 2003 on HP ProLiant Blade Servers.

I have many interests including non-profits, sustainable food sources, hiking, urban farming, renewable energy, water systems, building community, yoga, cycling, improvisational music, and meditation.