

Kitty Mitchell
Senior Microsoft 365 Delivery & Migration Specialist

PERSONAL DETAILS

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Nationality: British

Mobile: 07400 612661

Full Driving Licence

Location: Cambridgeshire

Previous Security Clearance:

Non-Police Personal Vetting - NPPV3

Cyber Security:

NCFE Level 2 Certificate in the Principles of Cyber Security: 603/5853/1

Training:

NCFE Level 3 Certificate in Cyber Security 603/5762/9

PROFILE:

Microsoft 365 SME and Migration Specialist with over 16 years' experience delivering Microsoft 365, SharePoint Online, Exchange Online and Teams migrations across complex organisations.

I specialise in hands-on delivery of content and email migrations, working across SharePoint Online, OneDrive, Exchange (including mailboxes, shared mailboxes, distribution lists and public folders), Microsoft Teams and associated permission models. My experience includes large data volumes and high-user-count environments using industry-standard tools such as AvePoint, ShareGate and Quest alongside PowerShell-based migration activities.

I have worked across regulated and security-conscious environments, including financial services and organisations aligned to the UK Cyber Essentials scheme, supporting migrations end-to-end from discovery and data cleansing through execution, validation, reconciliation, documentation, user enablement and business adoption.

Migration Engineer Experience:

- Used industry-standard migration tools including AvePoint Fly, DocAve (AvePoint), Quest and ShareGate alongside PowerShell-based migrations using mapped CSV files
- Worked on migration programmes involving 6,000+ users, including Microsoft 365 tenant-to-tenant migrations delivered as part of wider data and collaboration platform consolidation initiatives
- Delivered multiple Microsoft 365 data and email migration projects, including Exchange Online (mailboxes, shared mailboxes, distribution lists and public folders), with individual projects handling data volumes of up to 400TB
- Migration experience spans tenant-to-tenant, Google Workspace (G Suite) to Microsoft 365, multiple hosted email and web domains and Documentum to Microsoft 365 migrations
- Supported migrations across the full project lifecycle, from data discovery and cleansing, planning through to execution, validation and data reconciliation
- Assessed business sector, project scope and environmental constraints to identify and recommend the most appropriate migration tools for each engagement
- Planned and delivered Proof of Concept (PoC) migrations to evaluate tool suitability, efficiency and risk, presenting findings to Steering Committees for business approval
- Delivered Pilot migration projects to validate throughput performance, data integrity and optimal Microsoft 365 topology usage, including Hub sites, SharePoint and Microsoft Teams integration migrations and best practices for OneDrive within the business

- Supported validation of Microsoft 365 information architecture and collaboration design, including Hub sites, Communication sites (intranet), Viva Engage, and Teams and SharePoint site/channel structures aligned to business hierarchy and content usage
- Worked on multiple Microsoft 365 integration migration projects requiring multiple permission models, including unique permission structures ensuring sensitive data protection, across SharePoint, Teams and OneDrive

SKILLS MATRIX (Migration Tools)

- AvePoint Fly – Openwork Partnership multiple sources; Google Workspace (G Suite), Exchange, incl Distribution lists, Public folders, Mailboxes, Share Mailboxes, Resources, G-Suite, M365 to M365 SharePoint/Teams, OneDrive
- ShareGate - West Mercia Police 400TB from File Explorer to M365
- DocAve – AvePoint AstraZeneca 26TB from Documentum to M365
- Metalogix Essentials (Quest) - Synthomer from Citrix ShareFile to Microsoft 365
- Metalogix Essentials (Quest) - De Beers On Premise to SharePoint 365
- ShareGate - De Beers On Premise to SharePoint 365
- ShareGate - Johnson Matthey SharePoint 2010 – 2013 On Premise
- Metalogix Essentials (Quest) - CSR (Cambridge Silicon Radio) WSS (Windows SharePoint Services) to MOSS (Microsoft Office SharePoint Server)

MIGRATION SPECIALIST EXPERIENCE

- **MS File Share to M365 SharePoint/Teams**
- **Documentum to Microsoft 365**
- **Citrix ShareFile to Microsoft 365**
- **SharePoint On Premise to Microsoft 365**
- **SharePoint Online to Office 365**
- **SharePoint Server 2003, MOSS 2007 and SharePoint 2010 to Office 365**
- **File Server to OneDrive + SharePoint Online**
- **Existing Site Collections to Hubs sites SharePoint Online**
- **SharePoint 2010 On Prem to SharePoint 2013 On Prem**

Previously, my migration experience has encompassed migrating from multiple data areas; **Exchange, Google Workspace, (G-Suite) Outlook, Documentum, M365 SharePoint, Teams, OneDrive** as well as On-Premise File Servers to M365 SharePoint Online and all SharePoint On Prem versions. Legacy SharePoint and Teams migration Projects to M365 are designed with the aim to ensure the best use of MS **Retention Policies and Labels** and in conjunction with creating the best topology for cold storage, archiving and **backup solutions**, that I also work on within the Project scope. Cold storage, archiving and backup solutions must optimise minimal overhead costs and planned out to ensure a solution is deployed that works seamlessly with MS retention policies and labels and end user requirements. This solution also ensures that the available M365 storage quota is used as effectively as possible.

For the Pilot Projects I was required to create the below documentation as part of the Business M365 Governance:

- Data cleansing reports
- Mapping for the implementation of M365 structure and roll-out
- Roles & Responsibilities
- Naming conventions
- M365 Group Access/Permissions
- SharePoint Site Groups Access/Permissions

- Site Content Structure
- UAT Test scripts
- UAT Training plans
- **Reconciliation** reports – confirmation of data migrated
- Data Deletion; SharePoint sites, MS Teams Channels, M365 Groups etc in order to maintain a uniformed application designed for future growth and development

PoC & Pilot Documentation:

- RACI (Responsible, Accountable, Consulted & Informed)
- Migration Tool Technotes
- PoC and Pilot Strategies
- Data Migration Project Strategies
- PoC Test Scripts
- Migration RunBooks for data capture
- PoC and Pilot Execute and Exit Reports
- User Acceptance Test (UAT) Scripts
- eDiscovery scripts (Legal Hold, data integrity)
- Migration Reports
- Migration Schedules
- Reconciliation Post Migration for Business Acceptance + Project Sign-Off
- Post PoC Business Acceptance, manage PoC data, archive SharePoint Sites, MS Teams, M365 Groups
Note: service accounts used for PoC should be the service account used for Pilots and the full data migration project

Expertise & Proficiencies

My other proficiencies include creating, designing and maintaining **Teams and SharePoint sites** as well as running **M365 training workshops** for all levels of user **via MS Teams** and Webinars and across continents. This work ensures business needs are met and the business has awareness of the best use of **M365 space and SharePoint** functionality based on their business requirements. I produce **training materials and deliver via MS Teams** using the **recording functionality**. I enjoy working within a Team, **collaborating** to maintain excellent and **consistent communication** to all team members and departments. I maintain high levels of accuracy, attention to detail, excellent problem-solving and time management skills.

I’ve worked on **M365 Teams adoption and rollout** projects developing a **pilot approach** involving defining adoption tasks and working within the **Microsoft Teams Admin Centre (Teams & groups, role assignments, devices, Channels, Reports)**.

I’ve successfully completed a roll-out project of SharePoint 2013 in Azure and the implementation and configuration of SharePoint 2010 with Avanti plc and MOSS 2007 with Plastic Logic. I have worked alongside 3rd party consultancy companies (**AvePoint, Ballard Chalmers**) advising topology of business growth and needs. I have overseen multiple **M365 SharePoint Migration** projects, from start to finish, involving 3rd party tools such as **DocAve (AvePoint), Metalogix Essentials (Quest) and ShareGate**.

Privileged Identity Management (PIM) Proficiencies:

Global Administrator: Manages all aspects of M365 environment	SharePoint Administrator: Manages all aspects of the SharePoint service
M365 Admin Center: Manages apps (Exchange, Teams, etc), data, devices, and users across M365 subscription	Search Administrator: Manages search, approves Search Editors
MS Teams Administrator: Manages the Microsoft Teams service	Search Editor: Manages Search Acronyms, Bookmarks, Locations, Q&A
MS Entra Admin Center: Manages users; active, deleted, sign-in logs, password resets	MS Intune Admin Center: Manages, secures devices, apps, data, configures company owned + personal devices, enforces security policies to protect corporate data
Exchange Admin Center: Manages Mailboxes, Resources (rooms),Contacts, Mail flow; message trace	

M365, SharePoint Security/Permission Models

My experience and expertise covers all access/permissions, incl External Guest Access, of SharePoint Hub sites, SharePoint Site Collections, MS SharePoint Team Sites with M365 Group Access to Private, Public and Shared Channels and OneDrive.

I have great in-depth knowledge and experience working with multiple differing **permission models** for External Guest and Internal access/permissions to SharePoint Hub Groups, syncing Hub Site Visitors group (Read Only) permission to associated **Hub Sites**, SharePoint site groups, including unique group permissions, breaking inheritance permissions at group, folder and file level (limited access), bespoke SharePoint group level permissions, removing unique permissions, MS Teams Sites access managed via M365 Group for Public, Private and Shared Channels and OneDrive.

INTRANET PROJECTS:

- **CABA Charity** – Design of SharePoint Site Hierarchy (Topology) and implementation incl **SharePoint Security/Permission Model Management**
- **De Beers** - Design, roll-out to Live and on-going maintenance and support incl. **SharePoint Security/Permission Model Management. Multiple migrations from SharePoint and legacy platforms using Quest Essentials (Metalogix) and ShareGate**
- **Napp Pharmaceuticals** – Design, rollout and on-going maintenance and support incl. **SharePoint Security/Permission Model Management**

I've worked on several company **Intranet** roll outs, including migrating/uploading business data and creating the design for the most efficient and effective on-going topology, management and end user audience. Migration Tools (**ShareGate, Quest Essentials**) were utilised for copying signed-off page designs for re-use. The projects have involved working closely with key users with specific business requirements covering navigation/links to key content; HR Systems, Company News etc. Home pages were designed and laid out using the latest M365 apps for an informative and clearly laid out **Intranet**. In line with best practice, final drafts were rolled out to UAT teams for testing and sign off ready for Go Live.

CAREER HISTORY

OpenWork Partnership (Finance Sector)

June 2025

November 2025

M365 Engineer & Data Microsoft 365 Migration Specialist

OpenWork Partnership is a business in the Finance sector who provide financial services to Finance Business's. The immediate project I was involved with was working on a roll-out of the [Cyber Essentials Scheme](#) to end clients as per the Government's requirements, for best practice of migrating the end client's data and emails using **AvePoint Fly migration** tool into the Openwork M365 Tenancy. The push behind the project was to comply with the [Government Cyber Essentials Scheme](#) to ensure all individual businesses client databases (personal data) were protected from fraudulent **Cyber-crime**, activity and threats. Achieving Cyber Essentials Certification is vital with safe-guarding client's and their personal data against the ever-increasing threat from Cyber Criminals.

The migrations encompass migrating from multiple data areas; **Exchange, Google Workspace, (G Suite), Exchange, M365 SharePoint, Teams, OneDrive, Dropbox, File Share** to Openwork M365 SharePoint/Teams M365 Tenancy.

The work involved direct involvement with the Finance Clients and preparing them for their migration from current hosts (GoDaddy, Ionis, Square Space) etc to the Openwork Tenancy using the **AvePoint Fly** migration tool and added their domains to the Openwork Tenancy. On migration completion, user access testing (UAT), an overview of M365 products and end user training was provided.

AvePoint Fly Key Configuration:

- **Connection Setup:** Configure source and destination connections; SharePoint Sites, MS Teams, Exchange and Google Workspace
- **App Authentication:** Utilising app tokens (app-only authentication) to minimise throttling; shifts throttling limits from user engagement to the application object ID
- **Data Mapping:** Set up mapping for users, groups, site collections, private channels between the source and destination per migrations
- **Policies:** Create reusable migration policies for filtering content based on properties, metadata, or specific items; private, cold storage data (date based)
- **High-fidelity migration services** that allows organisations to preserve permissions, metadata and security settings during migrations between SharePoint, Exchange, OneDrive, Teams and Google Workspace environments

AvePoint Fly pre-migration discovery function (Exchange, Teams, Groups, File Systems etc) minimalises corrupt data causing failed migrations, encourages data integrity and data management prior to migration.

AvePoint Fly Migrations:

SharePoint Online – migrate, synchronise and restructure data

Exchange Online – migrate, synchronise and restructure mailboxes

Microsoft Teams – migrate, synchronise and restructure MS Teams Channels

OneDrive – migrate, synchronise and restructure OneDrive folders

Microsoft 365 Groups – migrate, synchronise and restructure M365 Groups

SharePoint and File Migrations:

AvePoint Fly provides functionality to migrate entire Site Collections as well granular migrations (files and versions) to:

M365

SharePoint

File Systems

Dropbox

Box

Mailbox Migrations:

Exchange Server

IMAP/POP3

PST File

Hosted Exchange

Exchange Public Folder

Google Migrations:

Google WorkSpace (G Suite)

Google Drive

Google Chat

Caba Charity

SharePoint SME

Designing and building a hierarchical topology of SharePoint Sites (Hub, Communication + MS Teams sites) Private, General + Shared Channels for the Caba Company Intranet.

The work comprised of implementing the best site topology for both unique and inherited permissions for managing sensitive and company-wide data. Uniformed navigation and site page design and layout designed to minimalise confusion and improve productivity and communication.

April 2025 – ad-hoc On-going

Training was also required and included the business alignment and definition of M365 apps and the best business use of; OneDrive for personal data (timesheets, holidays, PDRs), Communication site for company Intranet to provide all necessary information and documentation needed by employees on a daily basis, MS Teams site for business collaboration and sharing of data to strengthen co-working and encourage personal professional improvement, Shared Channels for managing sensitive data and Private Channels for restricted collaboration within a Team. Training included content management; versioning, co-authoring, metadata for improved search returns, check-in/check-out, webparts and scheduling and publishing site pages.

West Mercia Police (WMP)

November 2023

March 2025

Microsoft (M365) 365 SME and Migration Specialist

PIM - Privileged Identity Management (Microsoft service Entra ID)

- **SharePoint Administrator - manages all aspects of the SharePoint service**
- **Teams Administrator - manage the Microsoft Teams service**
- **Global Reader – read access to all settings and administrative information across M365 services, but cannot edit anything**
- **Search Administrator – managing search; approving Search Editors**
- **Search Editor – managing Acronyms, Bookmarks, Locations, Q&C**

PIM is licensed per user and once enabled allows the management, control and monitoring of resources in the Business. As well as allowing access, PIM roles add a level of security that reduces the chances of malicious actors accessing systems and infrastructures with unauthorised access intended to impact network resources.

The project work involved a migration of approx. 400TB of File Share (Qumulo) data to M365 MS Teams/SharePoint sites Shared, Standard and Private Channels of over 6,000 users using the **ShareGate** migration tool. My roles as a Subject Matter Expert (SME) **Microsoft 365** involved advising best practice and use of the M365 platform (365 Groups, MS Teams, SharePoint; Hub hierarchy, MS Team & Communication sites), advising and implementing PoC + Pilot Projects, creating pivotal and strategical documentation. Prior to migration there was a business requirement to analysis the data at source using Komprise and Treesize providing excel and pdf file reports to handover and work with end users to review their data. From this work data owners could make decisions regarding which data they wanted to migrate and which data they could afford to be stored in a more cost-effective 'Cold Storage' solution.

Analysis of Data

- Determine file types
- Data size per department
- Old/Cold data
- Data structure; nested folders
- Data cleansing
- M365 Special Characters (Non alphanumeric characters; punctuation marks and symbols)
- Internal / external links required to be fixed at target post migrations
- Provide an estimate for the effort it would take to migrate

The West Mercia Police project was a demanding project and as a migration specialist and M365 SME I was required to regularly attend Project Board Meetings, Architect Design Review Process, Project Progress Update meetings, CABs Project meetings, End-User meetings etc in a Consultancy capacity. Alongside this project I was involved with working on the End User Engagement Project specifically engaging and on-boarding all employees to the best practices and functionality of **M365**.

The migration work involved strong end-user engagement to identify data (using the analysed data reports) to identify possible issues such as deep folder structure (limitations with SPO unique permissions) links, long folder names, file types etc and work with them throughout the migration of their data from source to target as well as M365 training post migration.

The Project Board guided by The National Enabling Programme (NEP) required that Operational and Evidential data must not be migrated to M365. This brought an additional complication to the project; that of part migrating data from source folders, of which the PoC & Pilot projects confirmed a working solution to. Due to only migrating specific content, PowerShell scripts were used to move data post migration to an alternative suitable File Serve (source) location to prevent multiple sources of the truth and minimise end user confusion and stress whilst leaving non-migrated data accessible on the File Server.

The project involves working in the MS 365 Admin center via MS Azure Privilege Identity Management (PIM) roles:

SharePoint Admin Center

Active and deleted sites, managing storage quotas incl MS Teams Channels, 365 Group and SharePoint /site access, Policies, Reports, Migration centre,

Teams Admin center

Manage Teams; access, Manage users, Guest & External Access

Service Health

View issues and health status of available services. Check progress with on-going MS issues and historic solutions

MS Admin Center

Manage access, storage quota, Teams devices & apps, reports; Teams & user activity, external domain activity

Admin Center

Users, Teams & Groups, Roles, Settings (Search & intelligence) PIM role access needed; manage acronyms, locations) Support etc and admin Centers – MS Entra, SharePoint, MS Teams

MS Entra admin center

Provides an overview of employees assigned Roles, active & deleted users; access resources such as Microsoft apps

For the project my experience and knowledge were required for all stages of the migration project process including:

- Data analysis to identify specific data as signed off by business to be migrated
- Document creation:
 - ShareGate Technote Architect Design sign off
 - Migration Strategy
 - Data Analysis Reports
 - PoC Scripts
 - Pilot Migration Strategy
 - RACI (Responsible, Accountable, Consulted, Informed)
 - UAT Test Scripts
 - UAT Training Plans
 - Migration Process
 - Migration Schedule
 - Migration RunBooks
 - Migration Creation Check List
 - Post Migration Check List (site/data/access requests, permissions)
 - Best Practice of Use - on going documents
 - Business Roles; SPO Architect, Site Administrator, Owner etc
 - Create and manage Change Requests ready for CAB (Change Advise Board)
 - Knowledge Base Articles – How to create a folder, manage versioning, co-authoring, restore from recycle bin etc
 - Creating reconciliation process
- Sourcing the migration tool

- Testing for Proof of Concept (POC); creating testing scripts, behaviour of AS-IS and specific permission; sensitive data labels, data throughput speed, special chars, long file names, deep folder path structures, file types etc
- End user engagement; identifying data to be migrated, M365 training, sanity testing post migration
- Creating migration plans via csv script and manual via the ShareGate GUI (migrations from Source to Target, post migration incrementals)
- **Reconciliation** process of migrated data for data owner and project sign-off

All data, test scripts, records, reports etc were saved for every migration and kept in a secure folder for Business Owner sign off, POC and audit purposes.

Pilot for Proof of Concept (POC) Including:

- Network speeds - used to identity project timelines
- Content Type - Microsoft files, PDFs
- Data behaviour confirmation; replacement of special characters, permissions both AS-IS and new, long file name, deep folder structure, links, file types (open in M365) etc.
- Migration of required metadata
- Full migrations
- Incremental migrations
- MS Teams/SharePoint sites to Shared Channels
- Site pages to SharePoint Comms Sites

Software Tools:

ShareGate migration tool:

Pre-migration analysis reports used to define migration issues; corrupt files, deep folder structure, long files names, links, file/folder size etc

Full migrations

Incremental migrations

Configuring migration Options and mappings

Post-migration reports defining level of success, exceptions, failures etc and provided as part of business sign-off

Komprise

Pre migration source data analysis

Specific source file paths

File types

Data size

Filter date last access/modified

PDF Output reports for data owner for Business sign-off

Treesize:

Pre migration source data analysis:

As per Komprise above

Companies & Roles – Full history of roles, responsibilities and proficiencies available on request

AstraZeneca UK

November 2020

January 2023

Migration 365 Specialist

Migration (26TB) from Documentum to O365/M365 using DocAve (AvePoint)

Over 6,000 plus users

Synthomer Ltd

May 2019

July 2020

**Microsoft 365 Migration Specialist
Metalogix (Quest) Essentials ShareFile to Microsoft 365**

De Beers Group SharePoint Migration Specialist/Consultant Quest Metalogix & ShareGate migrations from SP2010 – SP2013 Online (Total of 3 separate projects – full history of roles, responsibilities and proficiencies available) Over 6,000 plus users	May 2017	February 2019
Johnson Matthey SharePoint Migration Specialist / Office 365 Specialist	May 2016	February 2017
Medimmune/AstraZeneca SharePoint Migration / Office 365 Specialist Quest Metalogix Essentials from SharePoint 2010 - 2013 Over 6,000 plus users	June 2015	December 2015
Cognita SharePoint 2013 Specialist/Consultant	June 2014	March 2015
RBS/Coutts UK SharePoint 2013 Specialist	January 2014	June 2014
Archant SharePoint 2010 Specialist	July 2013	Ad hoc
CSR Cambridge Silicon Radio SharePoint Migration Specialist / Consultant	February 2012	April 2013
Napp Pharmaceutical Group, Cambridge MOSS 2007 Consultant	February 2011	July 2011
Rio Tinto – Paddington, London MOSS 2007 Consultant	November 2010	December 2010
Avanti Communications, Hackney, London SharePoint 2010 Consultant	October 2010	November 2010
Frontier Smart Technologies (Frontier Silicon)	August 2010	February 2010
May Gurney SharePoint 2003 Migration Specialist (Migration stsadm Commands)	Feb 2010 August 2010	

References on request