Jeremy Shields

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Core Competencies

- Project Leader and Senior Coordinator with over 15 years of experience in cross-functional teams and contributing to complex projects utilizing Agile or Waterfall methodologies
- Digital transformation expert with a keen eye towards emerging technology trends and their potential impact on business operations and strategy, including AI agents, cloud computing, and data analytics
- Experienced in web development, with a strong background in front-end and back-end technologies, and a passion for creating user-friendly and accessible web applications
- Deeply experienced in Windows environments including Microsoft 365 deployment and configuration, with a growing expertise in Linux server administration including self-hosted web applications, containerization with Docker
- Innovative and analytical problem solver with deeply detail-oriented approach to diagnosing systemtic technical issues and implementing effective solutions

Professional Experience

Government of Manitoba **https://manitoba.ca**

Web Coordinator *May 2025–Present*

- Seconded to the central Web Services team to lead the migration of the department's public website to a new Drupal platform, successfully coordinating with cross-functional teams and external vendors to ensure a smooth transition with minimal disruption to users
- Led and deployed a new internal Intranet site using SharePoint Online, improving internal communication and collaboration across the department
- Passionately advocated for accessible documents, web applications and digital content, ensuring compliance with WCAG 2.1 AA standards and fostering an inclusive online environment for all users
- Mentored and guided departmental staff on web technologies, AI and accessibility best practices, fostering a culture of continuous learning and improvement within the team

Keywords: UX Strategy, A11Y Compliance, HTML/CSS/JS, SharePoint, Drupal

Government of Manitoba **https://manitoba.ca**

Web Coordinator (Acting) *Jun 2024–Apr 2025*

- Directed day to day content architecture and web platform updates for internal and public facing websites for the Department of Families, ensuring optimal user experience and accessibility
- Advocated and implemented a new digital request intake process using Microsoft Forms and Power Automate, streamlining the submission and tracking of web-related requests across the department
- Organized web team documentation and knowledge sharing using Microsoft Teams and SharePoint Online, improving team collaboration and information accessibility

Keywords: Content Management, Process Improvement, Microsoft 365, SharePoint

Government of Manitoba **https://manitoba.ca**

Administrative Assistant *Apr 2024–Apr 2024*

- Returned to work after a one year parental leave with my newborn daughter
- Orchestrated critical logistical operations for the Department of Families Corporate Support branch including timekeeping management, hardware inventories, financial PO workflows and records management
- Identified and implemenented process improvements to enhance operational efficiency, including digital record keeping, outdated workflows and inventory management, reducing manual errors and saving time for the team
- Created new digital collaboration space using Microsoft Teams and SharePoint Online, improving team communication and document sharing across the department and branch

Keywords: Logistics Coordination, Process Improvement, Microsoft 365

University of Manitoba **https://umanitoba.ca**

Digital Project Coordinator *Feb 2019–May 2023*

- Hired with consecutive term contracts from 2019 to 2023, I contributed to a wide range of digital projects across the University of Manitoba, including website redesigns, digital transformation initiatives and accessibility improvements, demonstrating adaptability and a commitment to continuous learning in a dynamic environment
- Coordinated and led the development of a new Drupal 9 website for the University of Manitoba, successfully managing a cross-functional team and external vendors to deliver a modern, user-friendly, and accessible online presence
- Played a key role in training and mentoring staff on web technologies, accessibility best practices and digital project management, training over 500 employees on the new Drupal platform and fostering a culture of digital literacy and continuous improvement for content owners across the university

Keywords: Digital Transformation, Employee Upskilling, Drupal, Project Management, Team Leadership

Academic Background

Codecademy **https://codeacademy.com**

Diploma, Full Stack Engineer Professional Certificate *Jun 2024–Present*

- Self-driven professional certificate program with a focus on practical skills and real-world projects, designed to equip learners with the knowledge and experience needed to excel in the field of web development
- Gained hands-on experience in full stack development, including PostgreSQL, React, Express.js, JavaScript, HTML, CSS and more, through a series of comprehensive courses and projects

Courses: Building Interactive Websites, Front-End Development, Back-End Development, Web Application Deployment, Data Security

University of Winnipeg & York University School of Business **https://uwinnipeg.ca**

Diploma, Master's Certificate in Project Management *Nov 2013–Feb 2014*

Courses: Planning & Control, Personal and Team Communications, Cost Management, Assessing and Managing Risk, Quality Management, Project Simulation Studies

University of Manitoba **https://umanitoba.ca**

Bachelor, Political Studies *Sep 2002–Present*

- Left to pursue a career in technology and project management, but the critical thinking and analytical skills developed during my political studies have been invaluable in my professional journey

Courses: International Conflict Resolution, Canadian Studies, Political Theory, Russian History

Certifications

Navigating AI: AI Agents **https://ipac.ca/**

IPAC *Apr 2026*

Learn the Command Line Course **https://codecademy.com/**
Codecademy *Mar 2026*

Securing Public Trust: Combating Fraud, Waste and Abuse **https://ipac.ca/**
IPAC *Feb 2026*

Navigating AI: A Practical Guide for Public Servants **https://ipac.ca/**
IPAC *Mar 2025*

Accessible Documents **https://webaim.org/**
WebAIM *Jan 2025*

Technical Skills

Project Management: Expert **Keywords**: Agile, Waterfall, Documentation

Transformational Leadership: Expert **Keywords**: Digital Transformation, Process Improvement

Content Management: Expert **Keywords**: Drupal, SharePoint, WordPress, Astro, Markdown

Web Development: Advanced **Keywords**: HTML, CSS, JavaScript

DevOps: Intermediate **Keywords**: Docker, Shell, Linux Servers

Design: Intermediate **Keywords**: Photoshop, Photography and Asset Creation

Personal Interests

Gaming: SteamOS and PC Gaming, Nintendo Switch, Board Games

Continous Learning: City Planning, Geopolitics, History, Sustainability

Emerging Technology: AI Agents, Automation, Cloud Computing, Open Source Software

Programming & Self-Hosted Tech: Linux, Docker, Networking

Sports: Hockey, Football (Soccer), Baseball