



Lance Magnaye

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PROFESSIONAL SUMMARY

SharePoint Online specialist and Power Platform developer with 7+ years of experience modernizing digital workplaces. Proven track record of leading end-to-end SharePoint restructures, gathering requirements from diverse business units, and delivering governed, user-adopted solutions. Comfortable engaging with stakeholders at all levels to translate business needs into scalable information architectures, automated workflows, and low-code applications. Experienced in change management, user training, and documentation.

WORK EXPERIENCE

lululemon (contract)

Oct. 2024 – Jun. 2026

Systems Analyst, Digital Workplace

Vancouver, BC

- Led stakeholder requirements gathering across business units to translate organizational needs into technical SharePoint and M365 solutions.
- Designed and maintained SharePoint site structures, document libraries, and metadata models to support information architecture best practices.
- Built and deployed Power Automate flows and Power Apps to automate repetitive tasks and reduce manual workload across departments.
- Configured permissions, groups, and access controls to enforce governance and security policies across digital workplace platforms.
- Developed and maintained process documentation and change management materials to support system evolution and user adoption.
- Delivered tier 3 incident support for Microsoft Teams, SharePoint, Zoom, and Miro, escalating and resolving issues to minimize downtime.
- Leveraged ShareGate for data migration, streamlining transitions and optimizing data accessibility.
- Translated business requirements into user stories, process flows, data mappings, and acceptance criteria in JIRA, supporting agile sprint planning.

Métis Nation British Columbia

Oct. 2023 – Oct. 2024

SharePoint Specialist/Office 365 Administrator

Surrey, BC

- Developed and maintained Power Automate flows to automate repeated business tasks, improving operational efficiency and reducing manual effort
- Built Power Apps solutions to streamline data collection and business processes, working closely with end-users to gather requirements and design scalable applications
- Led SharePoint Online restructure and redesign using current industry best practices, optimizing site architecture, permissions, and governance frameworks
- Implemented data governance rules using CollabSpace to align with records management standards and ensure compliance
- Provided tier 3 support for Office 365 and Power Platform users, acting as triage point for helpdesk and resolving complex technical issues
- Managed SharePoint sites, Teams groups, and permissions, enforcing lifecycle standards and reducing site sprawl
- Trained users on SharePoint best practices including folder structures, access management, and collaboration workflows
- Monitored usage, storage, and licensing to optimize resources and control costs
- Tracked and reported adoption, compliance, and governance metrics to support organizational decision-making

College of Physicians and Surgeons of BC
SharePoint Specialist/Power Platform Developer

Nov. 2021 – Sept. 2023
Vancouver, BC

- Led end-to-end migration from SharePoint 2013 to SharePoint 2019 and then to SharePoint Online, managing site complexity from simple to advanced workflow-driven environments.
- Converted legacy Nintex and SharePoint 2013 workflows to Power Automate flows as part of the migration lifecycle.
- Designed and provisioned custom SharePoint solutions continuously within a cross-functional team of 11.
- Created PowerApps and Power Automate flows based on user requirements, expanding low-code capabilities across the organization.
- Employed ShareGate to migrate file server data onto SharePoint Online, ensuring data integrity and accessibility.

College of Physicians and Surgeons of BC
IT Support Specialist

Jun. 2019 – Nov. 2021
Vancouver, BC

- Developed automated PowerShell scripts to streamline helpdesk operations, saving over \$2,000 in staff time and improving operational efficiency
- Created comprehensive documentation and user guides to improve helpdesk efficiency and end-user understanding
- Provided tier 2 technical support and training for Mitel VoIP system and ManageEngine ServiceDesk Plus
- Mentored co-op students in script development, code review, and troubleshooting best practices
- Worked collaboratively within a five-person IT team, providing cross-departmental support and fostering knowledge sharing

EDUCATION

Multihat Solutions Inc.
Certificate, SharePoint 2016/2019 Site Collections and Site Owner Administration

Sept. 2022
Vancouver, BC

- Practiced Microsoft industry standard best practices for implementation
- Learned how to set-up and administrate a SharePoint farm
- Practiced fallback options such as backups and mirroring
- Created scripts to cut time it took to perform redundant tasks

British Columbia Institute of Technology
Diploma, Computer Information Technology

Sept. 2017 – May 2019
Vancouver, BC

- Volunteered to advertise about the program to attract students
- Excelled in programming languages such as: C#, Java, JavaScript, Python, and .NET
- Completed two semesters working on industry projects in the Agile methodology
- Optimized algorithms in Java to use the least amount of memory while completing the task in a short time
- Created websites and applications hosted on AWS
- Practiced administration of Linux, Windows and Mac OS systems