

Felcito Rustique, Jr.

MS Power Platform | WebDev & Design | Data Analysis & Visualization | *Secret Clearance

*CE for 5 years on 07Jan2025

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SUMMARY: Application developer, designer, and data analyst with government clearance, specializing in SharePoint sites and workflow automation on the Power Platform.

SKILLS & CERTIFICATIONS

Certs: Udemy Building Power Platform Solutions - 16Jan2025, Google UX Professional Design - 18Sep2024, IBM Data Analyst Specialization - 07Nov2023, California Institute of Applied Technology (CIAT) Software Development - 05Feb2022

Software: MS Power Platform, Office 365, VS Code, Adobe CC, Canva, WordPress, Elementor, Figma

Product Design: User research, information architecture, wireframing, prototyping, responsive design, usability testing

Programming: Web, database, and software development with HTML, CSS, JavaScript, PHP, SQL, Java, Python, C++

CURRENT WORK ASSIGNMENT

SharePoint & MS 365 Developer, Chugach Government Solutions (CGS) | San Diego, CA | Jan 2025 - present

- Creating workflow, data visualization, and application solutions for the Contracts Directorate at Naval Information Warfare Systems (NAVWAR) Command.
- Collaborating with four (4) senior procurement analysts and one military deputy director to identify project goals and timelines.
- Submitting monthly situation reports (MSR) showcasing accomplishments and percentage of task completions.
- Developing a display and management solution for the NAVWAR Acquisition Policies and Procedures Manual (NAPPM) - 82 documents related to Federal Acquisition Regulations (FAR).
 - Created a four (4)-screen 'NAPPM Power App' application with key features such as:
 - Ability to search, display, and make non-destructive edits to the NAPPM documents, and submit changes for approval to publish.
 - Ability to search for and download resource files through a 'NAPPM Toolbox' embedded as a gallery in the application.
 - Ability to download all NAPPM documents as one, stylized HTML file, viewable in web browsers and also received via email through a button triggering a Power Automate flow.
 - Created three (3) data sources (two Microsoft lists and one document library) to populate application:
 - 'NAPPM PowerApp Content' list - Converted 82 documents previously displayed as individual SharePoint pages into individual records with corresponding columns and fields.
 - 'NAPPM Change Log' list - Tracks proposed changes to NAPPM documents as dated records created when app users submit proposed changes. Records display old values compared to new values, submitter & reviewer info, and status updates of pending, accepted, or rejected through a notification & approval automation process.
 - 'NAPPM Toolbox' document library - Organized 368 resource files by FAR categories and converted the library into a searchable gallery in the application, allowing for better displaying, locating and downloading of the resource files.
- Producing and embedding data visualization charts in a SharePoint page for NAVWAR HQ leadership meetings.
 - Produced four (4) Power BI reports by creating normalized Excel tables referencing downloaded data sheets, done bi-weekly, from the DoD's Acquisitions Management System (AMS).
 - 'Lead Specialist Workload Status' report - Contains seven (7) donut charts displaying counts of Procurement Initiation Documents (PID) and totals and percentages for different categories.
 - 'Award Timeliness Trends' - Line chart compares percentages of three types of contract awards for current versus previous fiscal year.

- 'Complexity Workload' - Heat map displays PID counts for Procurement Acquisition Lead Time (PALT) categories based on five (5) complexity categories grouped into seven (7) NAVWAR acquisition branches.
- 'Bow Wave by PALT Category' - Bow wave graph displays PID counts for fifteen (15) PALT categories by month for past, current, and future fiscal years.

PREVIOUS WORK HISTORY - US Navy

Website & SharePoint Manager | Coronado, CA | Mar 2022 - Dec 2024

- Served as lead administrator/developer for Naval Special Warfare Command (NSWC) Public Affairs SharePoint sites, reaching ~11K personnel and managing nsw.navy.mil using AFPIMS.
- Executed daily site updates, produced 150+ news posts and graphics, averaging 20K homepage visits by 4,500 unique viewers.
- Built a SharePoint portal with Power Automate workflows, enabling 340 tracked production jobs via Microsoft Forms and Lists.
- Redesigned 50 responsive web pages, boosting annual page views by 25% and LinkedIn/FB engagement by 150% (2022–2023).
- Created infographics and recruiting pages, contributing to 3% quarterly site traffic growth.

Production Manager | Coronado, CA | Jul 2018 - Mar 2022

- Assigned to Navy Public Affairs Support Element (NPASE). Deployed and managed 25 Sailors at sea or ashore in administrative, training and job tasking for timely release of public affairs products.

Public Affairs Coordinator | Philadelphia, PA | Jun 2015 - Jun 2018

- Assigned to Navy Recruiting District (NRD) Philadelphia. Coordinated setup and coverage of recruiting events and media engagements. Provided PA support for Navy recruiting stations in Philadelphia, NJ, DE, and MD.

Digital Content Producer | Japan, Virginia, Italy, Bahrain | Nov 2004 - May 2015

- Designed and managed digital content including websites, social media, graphics, photos, articles and videos for U.S. Navy commands while deployed aboard ships and throughout Europe, Africa, Asia and the Middle East.

EDUCATION

University of Maryland Global Campus | B.A. Digital Media & Web Technologies

New York University (NYU) | B.A. Music Technology