

OBJECTIVE: Project Management

SUMMARY OF QUALIFICATIONS

- Over 10 years experience maintaining enterprise accounting packages.
- CAPM certification.
- Seven years managing Infinium Yearend Project. Planned and executed upgrades to Payroll, HR, Flex Benefits, AP, and GL modules.
- Event planning coordinator for vintage VW shows. Directed planning of route, accommodations, and communications for VW Cruise Across America maintaining consistent on-time arrival at dozens of publicity events organized by Volkswagen and Disney to promote the release of Herbie Fully Loaded.
- Excellent listener, able to quickly and accurately evaluate client requirements and present a solution in an understandable format.

TECHNICAL SKILLS:

Business Software:	Infinium	Lawson	MedSeries4	Camstar
Business Tools:	MS Office	MS Project	Crystal Reports	DB2 SQL
Programming Skills:	Web Design	Java	RPG	COBOL

EXPERIENCE:

Applications Development Specialist

2001-2009

Perot Systems (CHW account)

- Managed multiple diverse installations of Infinium Payroll/HR/AP/GL. Performed installs, software configurations, custom RPG programming, data extracts, customized menus, and user security. After a severe force reduction, the number of installations that I managed doubled with no loss of services.
- Collaborated on major software projects. Successfully converted financial data from multiple systems into standardized Lawson installation.
- Provided AS/400 setup and security information for auditors and developed processes and programs for monitoring security.

Election Field Inspector**2007-2010**

Santa Clara County Registrar of Voters

- Maintain high election standards through effective supervision of precinct workers for 8-10 polling places with focus on team cohesiveness, regulatory compliance, and customer satisfaction.
- Respond to election day issues such as interactions with voters, equipment and supplies, and security of voted ballots.
- Proposed changes that resulted in a new tool to ensure a higher rate of return of required election materials after closing.
- Evaluate employee skills and provide on-site support and training.
- Evaluate and document the effectiveness of election processes.

Senior Programmer/Analyst**1998-2001**

Catholic Healthcare West (CHW)

- Delivered vital continuity of services after sudden departure of a co-worker while assimilating into new Infinium support role.
- Provided seamless implementation as part of CHW's Y2K remediation team for MS4 (Patient Accounting, ADT, General Financials). Performed AS/400 system upgrades. Produced custom code merges, and Y2K date routines.
- Provided AS/400 system analysis and tuning during upgrades.

EDUCATION**A.A Web Design & Production**, (Completion May 2011), West Valley College**A.S. Computer Science**, Condie College**ADDITIONAL EXPERIENCE****Team Building Coach** – Silicon Valley Habitat for Humanity

- Lead corporate work teams in team building exercises centered around construction of a children's play house.

Event Planning – Vintage VW Club of America & Karmann Ghia Club of N. America

- Designed logistics and pre-registration processes that streamlined car show entry resulting in all 300+ cars being parked within an hour.
- Managed route and travel details for the VW Cruise Across America bringing together hundreds of VW enthusiasts in daily events as we crossed the U.S.