

**Objective**

Position in Project Management

**Education****Master of Business Administration**

REGIS UNIVERSITY, Denver, CO  
Projected graduation date: 2005

**Bachelor of Science - Computer Information Systems & Management**

PARK UNIVERSITY - Parkville, MO - 2003  
*Graduated with 3.65 GPA*

**Bachelor of Business Administration****Computer Information Systems Concentration,**

CALIFORNIA STATE UNIVERSITY San Bernardino, CA - 2001  
*Cumulative GPA 3.35, Dean's list - Winter & Spring quarter 2001*

**Work Experience**

REYNOLDS AND REYNOLDS - Duluth, GA

**Migration/Project Coordinator** 2003 - Present

- Increased custom software installation by 70%
- Plan and coordinate project scheduling, budgeting and admin task
- Customer liaison
- Facilitate development of training modules
- Profile clients computer system to determine compatibility with software
- Main contact between clients and trainers, technician, and management
- Facilitate project logistics and assist in development of presentation

**System Analyst/Programmer** 2001-2003

- Programmed custom and standard calculation forms on Unix Platform
- Reviewed technical configuration of clients computer Systems for ODS
- Maintained and tuned Informix, SIS Database and Access database
- Communicated directly with customers to identify problems
- Performed service reporting. (Crystal reports and SQL 7.0)
- Coordinated data conversion

UNITED STATES ARMY - Ft. Irwin, CA 1998-2001

**Information System Specialist/Administration**

- Developed Inventory Control Database
- Upgraded and maintained Access database
- Installed, configured and troubleshot Network protocols
- Performed general administration and personnel support

**Computer  
Knowledge and  
Languages**

Access, Excel, Word  
Programming in C/C++, SQL, HTML, Visual basic, Pick Basic, Shell