

Matt Perelstein's Resume

Professional Certifications:

Microsoft Certified Professional (MCP)



Microsoft Office User Specialist (MOUS)



*Updated:
March, 2010*

EXPERIENCE SUMMARY

Twenty (20) years experience in database design, development and management, including:

- Systems Analysis: RAD/JAD and Prototyping
- Database Design and Development: Data Flow Diagrams, Entity Relationship Diagrams
- Application Design, Coding, and Development: Forms, Reports, Code, Internal Documentation
- Full System Development Lifecycle (SDLC) Information System Methodologies: cradle to grave
- Maintenance: Re-writes, Conversions, ETL, Implementations and User Acceptance Testing
- Project Management: Scheduling and Estimating
- Training: Creation and Delivery
- Data Entry and Validation: Fast and Intuitive
- Purchase Recommendations and Justifications
- Documentation: System and End-User, both hard copy and on-line help

WORK EXPERIENCE

Matt has a long, diverse list of projects and job experiences. Listed below are the many job assignments that have been successfully completed. The full-time positions are described in detail, followed by a listing of the part-time jobs. Over 20 years, Matt has worked for 12 State of California agencies, 4 cities and counties, the federal government, and over 50 private industry or non-profit agencies, large and small. Well-versed in both database design and development, consulting roles have included database architecture design, requirements gathering and project management. Development and DBA jobs primarily involved MS Access, SQL Server, VB/VBA and Microsoft Office Automation.

All jobs are done with highest quality, a positive, "can do" attitude, and an eye toward exceeding customer expectations. Matt has excellent communication skills, so he can converse well with both technical and non-technical people, alike. His database expertise, coupled with people skills, has built a long list of satisfied customers, employers, consultants and contractors (available upon request).

SKILLS SUMMARY

- **Expert-level Programming Experience:** MS Access (all versions since v1.1), MS SQL Server (v7, 2000, 2005, 2008), MS Visual Basic for Applications, MS Office automation, MS Visual Basic 6, MS Visual FoxPro.
- **Business and Database Analysis and Design:** Requirements gathering, business process analysis and documentation, database architecture design, database conversion and integration, and full life-cycle development.
- **Project Management experience:** including full software life-cycle development and management of up to 12 programmers.
- **Strong programming experience:** DreamWeaver, Crystal Reports, NetObjects Fusion, FrontPage, PeachTree accounting, GoldMine, QuoteWerks CRM and QuickBooks Pro.

FULL-TIME POSITIONS

*Note: All contracts and employers were in the greater Sacramento, California area unless otherwise noted.
Any gaps in employment dates for full-time positions were filled with part-time work.*

5/09 –Present AUTODESK, Inc. - World Headquarters (San Rafael, CA)

- **Database Migration Assurance Lead** responsible to update and maintain a complicated application which pulls data from Aprimo, SQL Server 2008, SAP and Oracle databases, into MS Access 2007 (750Mb) and then creates an MS Excel spreadsheet with 15 worksheets of pivot tables and data extracts.
- Performed ETL data load of large dataset from MS Access to related SQL Server 2008 tables.

7/07 - 7/08 STATE OF CALIFORNIA, DEPT OF FOOD & AGRICULTURE, Animal Health Division (CDFA)

- **Database Design Analyst** on a 4-person requirements gathering and database design team. Worked with users and IT staff to analyze and document the current state of their applications (30+ databases in various formats, in MS-Access, FileMaker Pro & SQL Server), create application overviews for each, and design an extensive database structure to combine both legacy and new databases into one cohesive SQL Server 2005 database for internet/intranet usage. Designed a powerful, unique structure that standardized many of their common processes and tables, and allowed simplified interface with other CDFA sections, federal systems (USDA), eDiscovery, as well as sample testing and lab results (UC-Davis CAHFS laboratory).

10/06 - 6/07 WELLS FARGO, Open Systems Recovery Strategy Project (Sacramento, CA & Minneapolis, MN)

- **SQL Server DBA** for a remote team of consultants hired to identify, document and get feedback on Wells Fargo's nationwide inventory of computer servers and applications for use in Business Continuity Planning (BCP). Required working with numerous staff and management to acquire most complete data listings, merge, normalize and migrate data in MS Access 2007, converted to MS Excel 2007 as a data entry tool, then uploaded a data model in SQL Server and use Reporting Services to extract reports.

7/06 – 9/06 INTERMEC GLOBAL, INC., (World headquarters, Everett, WA)

- **Data ETL Specialist** for an international migration and conversion project team assigned to connect to, transform and aggregate millions of data records from 8 different accounting systems including Triton, Metrix, SAP 4.6, Oracle, SQL Server 2005, AS 400 and others, into a single SAP 5.0 app. Assigned to A/P, A/R and Customer Master. Tools included: Software Labs xFusion Studio ETL tool, plus MS Excel, MS Visual Studio and SAP's LSMW data exchanger.

3/06 – 7/06 STATE OF CALIFORNIA: EDD - EMPLOYMENT DEVELOPMENT DEPT, Disability Insurance Branch

- **MS SQL Server DBA** responsible to design new integrated database. Responsible for gathering requirements; design, manage and tune new SQL Server database (2000 / 2005), create stored procedures / indexes / diagrams / scripts and DTS packages, generate reports using SQL reporting services, create enforceable design standards, and support .NET developers. Final database included 45 tables, >500 Stored Procedures, 50 Transact-SQL (t-SQL) build scripts and 30 DTS Transformation packages to integrate and migrate data from 10 MS Access and 21 FileMaker Pro databases. Worked on team with consultants and staff for design review, data modeling, planning, documentation and change requests. All code edited using Visual Studio and controlled by MS SourceSafe.

5/01 –3/06 STATE OF CALIFORNIA: DEPARTMENT OF FORESTRY & FIRE PROTECTION (CalFire CDF)

- **Database Developer** developed & supported an Airplane ("Air Attack") and Helicopter ("Helitack") flight, aircraft and crew tracking system in MS Access '97, 2000 & 2003, using extensive VBA coding. Project designed app using JAD, and included full support & training of end users to handle data entry, dial-up transfer of data & accumulated data reporting for HQ & 23 remote air bases across California.
- **Database Developer** updated a statewide mobile radio tracking database for CDF Telecomm division in MS Access 2000 & 2003 and then re-wrote the front-end of the app to web-enable it using .ASP pages with MS Access data.

4/00 – 5/01 STATE OF CALIFORNIA: FOOD AND AGRICULTURE DEPARTMENT (CDFA)

- **Database Developer** performed extensive modifications and fixes to heavily-used food inspection app written in MS Access 2000, including deployment and integration with remote field inspectors working on their laptops.
- **Database Expert** successfully resolved technical and political issues involving Dept. management and other programmers

4/96 – 12/99 STATE OF CALIFORNIA: INTEGRATED WASTE MANAGEMENT BOARD (CIWMB, State Employee)

- **Associate Programmer-Analyst** analyzed, designed, coded and supported complete applications in MS Access, MS FoxPro DOS / Windows, MS Visual FoxPro, MS Visual Basic, MS SQL Server & Crystal Reports
 - Grants Info & Tracking System (“GRATIS”) – 6 Grants Units + Admin, 56 Users MS Visual FoxPro 5.0
 - Training Management System (“Tramin”) - Across 4 divisions, 15 Users, MS Visual FoxPro 5.0
 - Workplans Information System (“WIS”) – All Board supervisors and Executive staff, 106 users MS FoxPro / SQL Server
 - Ex Parte Correspondence Tracking System (“Ex Parte”) – Board Support Staff, 10 users MS FoxPro
 - Schools Information System (“Schools”) – Public Education Section, 6 Users MS FoxPro & MS Access
- Designed and coded a 'Waste Awareness Quiz' in MS FoxPro-Windows, incorporating extensive graphics and multimedia sound capabilities. Presented each year at the 1993-1996 California State Fairs, the Big East Expo in Massachusetts, hundreds of schools, and actually used by tens of thousands of people across the country (including both Warner Brothers and Disney).
- Assigned to create programming standards for the Waste Board's 12 full-time programmers. Developed Graphical User Interface (GUI) Standards and assisted with Programming and Yourdan Methodology System Development Life Cycle (SDLC) Standards, including review of others' work for compliance. Formal training in Joint Application Development (JAD), and assigned to bring this information back to the team to teach other programmers.
- Provided technical consulting and assistance on numerous applications within the Board, including:
 - Creation of MS Access training classes and User Groups (beginner and advanced)
 - Specifically chosen for special projects by Executive Staff, including the Program Integration Plan & Integrated Training Initiative
 - Consulted on the design and development of over 20 MS Access applications managed by users

1/95 – 4/96 STATE OF CALIFORNIA: DIV. OF THE STATE ARCHITECT, ASBESTOS PROGRAM (DSA)

- **Database Developer** designed, managed, coded and supported MS FoxPro & Crystal Reports application to input, validate and report on asbestos survey data collected by environmental engineering consultants to the State.
- **Database Mentor** managed 3 student programmers through all system development stages as they created an asbestos abatement application in MS FoxPro-DOS for their year-long MIS Senior Project at the CSU, Sacramento.
- **IT Professional** assisted in installation of a 65-node Macintosh-AppleTalk network

PART-TIME JOBS

Note: All contracts and employers were in the greater Sacramento, CA area unless otherwise noted. Many were performed in an off-site, telecommute environment.

'09 – '10 STATE OF CALIFORNIA, CA DEPT OF PUBLIC HEALTH (CDPH)

- Designed and wrote an MS Access application to track and administer incoming and outgoing data resources. Included a slick reporting mechanism.

'09 – '09 US EPA - ENVIRONMENTAL PROTECTION AGENCY, Region 9 (San Francisco, CA)

- Analyzed, enhanced, upgraded, migrated data, documented, and implemented an MS Access application which tracks underground injection wells, permits, inspections and violations for the Navajo Nation in Arizona and New Mexico.

'08 – '09 ROB LYSS Vehicle Database

- Designed and built application in SQL Server 2005 to compare detailed vehicle technical specifications across different makes and models of autos. Built data import, extraction and data entry application in MS Access 2007 which automated the opening, extraction and moving of MS Excel source data files with 250 fields of data.

- '09 – '09 **SINAIKO HEALTHCARE CONSULTING, Inc. (Los Angeles, CA)**
- Designed and built a powerful application in MS Access 2007 for evaluating doctor's Medicare and insurance coding (revenue cycle services). Project included CPTs, diagnoses, modifications and physician evaluations for Henry Ford Medical Group in Detroit, MI.
- '06 – '08 **PRIMARY FUNDS, LLC (Greenbrae, CA)**
- Enhanced application to automate integration between MS Access and MS Excel, including FTP operations.
- '07 – '07 **CALIFORNIA PUBLIC UTILITIES COMMISSION (CPUC)**
- Part of a consulting team doing business analysis and requirements gathering for statewide Rail Safety Database FSR
- '06 – '06 **PRODUCT & MARKETING DEVELOPMENT, Inc. , (Redwood City, CA)**
- Successfully completed complicated data conversion project in MS Access.
- '06 – '06 **PROXIM WIRELESS CORPORATION (San Jose, CA)**
- Added functionality to MS Access 2003 database containing over 200,000 records.
- '05 - '06 **KPMG INTERNATIONAL, Inc. (Consultant to \$8B Greater Bay Bancorp, Inc., Palo Alto, CA)**
- Designed, coded and implemented bank auditing database for federal SOX mandates in MS Access 2003. Required extensive importing of data from hundreds of formatted MS Word and MS Excel files.
 - Updated a management application for tracking Clients, engagements and projects for entire western region.
- '04–'06 **ROACH BROTHERS LOGGING, Inc. (Fort Bragg, CA)**
- Designed and built a tracking system for their trucks, drivers, loads, and drops in MS Access 97 & 2000.
- '04 – '06 **E*TRADE FINANCIAL, Inc. , Corporate Security Department**
- Designed, wrote and installed the employee travel tracking system for the entire company, world-wide called E*TRAVEL. Written in MS Access 2003, it includes automated processing of standardized incoming emails into MS Outlook 2003.
- '04 – '06 **EUCPRODUCTS.COM OF CALIFORNIA (Fort Bragg, CA)** <http://www.eucproducts.com>
- Created website for information and sales of fresh Eucalyptus pet products.
 - Managed advertising on Google AdWords, Yahoo! Search Marketing and print publications.
 - Included shopping cart implementation.
- '04 – '05 **MARIN CENTER FOR INDEPENDENT LIVING, a non-profit corp. (San Rafael, CA)**
- Worked remotely to analyze, fix, split and update personnel tracking system in MS Access 2000.
 - Wrote extensive Search capabilities including video, using .ASP Pages and MS Access 2000.
 - Web-based login and extensive Search capability using MS Access database and .ASP pages.
- '04 – '05 **CALIFORNIA CLOSETS COMPANY, Inc. (San Rafael, CA)**
- Wrote a franchisee sales tracking application in MS Access 2003 that automatically strips data out of hundreds of incoming MS Excel 2003 files.
 - Created automated interface between MS Access and MS Excel to fill spreadsheets with sales and forecast data.
- '04 – '05 **INTELLIQUOTE INSURANCE SERVICES (Eldorado Hills, CA)**
- Wrote app to provide complicated metrics for their policyholders. Created customized Import routines, calculated metrics and performed extensive detail/summary reporting in MS Access 2003.
- '04 – '05 **AZTEK SYSTEMS, Inc.**
- Enhanced application for tracking retail sales, installations and commissions in MS Access 2003.
- '04 – '05 **CALIFORNIANS AGAINST WASTE**
- Made contact database send automated bulk emails using MS Access 2003 & MS Outlook 2003.
- '03 – '04 **STATE OF CALIFORNIA: CALIFORNIA ENERGY COMMISSION (CEC)**

- Bug-fixes and enhancements to an extensive Grant & Loan tracking system in MS Access 2003, integrated with MS Word 2003, with a SQL Server back-end and reporting services,
- '99 – '05 **CALIFORNIA SPEECH-LANGUAGE-HEARING ASSOCIATION (CSHA)** <http://www.csha.org>
- Designed, wrote and supported 2 apps, a complete Membership management system (over 8,000 members) and a Conference registration tracking system in MS Access 2000/2003. Includes reports which integrate with MS Word 2000 and using Contact data from MS Outlook 2000.
- '03 – '04 **STATE OF CALIFORNIA: CALIFORNIA ENERGY COMMISSION (CEC)**
- Bug-fixes and enhancements to an extensive Grant & Loan tracking system in MS Access 2003, integrated with MS Word 2003, with a SQL Server back-end and reporting services,
- '03 – '04 **PACIFIC LANDSCAPE SYSTEMS, Inc.** <http://www.pacificlandscapesystems.com>
- Developed an integrated interface to connect data submitted from the web into MS SQL Server 2003, using MS Access 2003 for administrative data entry, then export accounting-related data into PeachTree Accounting.
 - Designed and built a Service Request, Payroll and Invoicing application using their wide-area network in MS Access 2003 and MS SQL Server 2000, including SQL Reporting Services and connections to GoldMine and QuoteWerks.
- '04 - '04 **STATE OF CALIFORNIA: CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD (CIWMB)**
- Modified application to convert QuickBooks Pro 2005 data into MS Access 2000 then to an ASCII export file to be uploaded to CIWMB's website. Customer is a large waste tire hauler in Portland, OR.
- '04 – '04 **PUREPROS (Sunnyvale, CA)**
- Wrote commercially distributed import and formatting app in MS Visual Basic 6 & MS Excel 2003.
- '04 – '04 **SACRAMENTOMIDTOWN.COM** <http://www.sacramentomidtown.com>
- Analyzed, fixed and updated customer membership tracking system in MS Access 2000.
- '02 - '04 **WIND AND WEATHER, Inc. (Fort Bragg, CA)**
- Analyzed complete system re-write and did prototype menu, screens & app framework in MS Visual FoxPro 6. Development work in FoxBase, training in MS Access.
 - Completely automated download, conversion and FTP process with no human intervention MS FoxPro, MS Access 2003, FTP & .BATch files (DOS)
- '03 - '05 **COLLEGE OF THE REDWOODS, Associate Faculty (Fort Bragg, CA)**
- Developed and twice presented a 1.5 credit college course "CIS 86: Creating Web Pages with HTML".
- '02 – '03 **2GETHELP.com, subsidiary of 2GetHelp, Inc, a non-profit agency. (Fresno, CA)**
- As Director, developed concept and business plan to get new company funded and started. Designed, programmed & posted a website providing emotional support and guidance to the masses, using NetObjects Fusion 7 / DreamWeaver MX, Fireworks MX & WS-FTP.
- '03 - '03 **STATE OF CALIFORNIA: DEPT OF DEVELOPMENTAL SERVICES (DDS)**
- Designed, wrote and installed a job tracking application in MS Access 2003 integrated with MS Outlook 2003.
- '01 – '03 **CAMELLIA CITY LANDSCAPE MAINTENANCE**
- Using RAD/JAD, designed and wrote a powerful Service Request, Billing & Payroll application in MS Access 2000, integrated with data import and export procedures into Intuit's QuickBooks Pro 2000, 2002.
- '99 - '01 **SUPERIOR NATIONAL INSURANCE GROUP / KEMPER INSURANCE (Woodland Hills, CA)**
- Wrote 6 apps in MS Access '97, 2000, MS VB6 and MS SQL Server 7, tracking Archive Records, Security Badges, Building Leases, Equipment and Assets, Claims File (over 300,000 records using barcode scanning)
- '01 – '01 **STATE OF CALIFORNIA: DEPT OF HEALTH SERVICES (DHS)**
- Analyzed the upgrade & modification needs of app to track Inspectors in MS Access 2000 & MS SQL Server 7
- '99 – '01 **HEALTH NET / FOUNDATION HEALTH SYSTEMS**
- Designed, coded and managed an extensive Postage equipment management system in MS Access '97

- Managed the creation of a Budget tracking system and P.O. Box database in MS Access '97 & MS Word '97
- '99 – '01 **CAPITAL CHRISTIAN SCHOOL**
- Wrote a Donor/Procurement tracking app in MS Access '97 for DREAMS Auction '97-'00 fund-raising events
- '00 – '01 **STATE OF CALIFORNIA: DEPT OF PARKS & RECREATION (DPR)**
- Designed and wrote a state-wide Housing Agreement creation and tracking system in MS Access '97 and MS SQL Server 7, which used office automation to generate contracts and reports in MS Excel '97
 - Wrote a sign inventory and ordering system for the warehouse in MS Access '97
 - Designed and wrote a Survey & Reporting application for Archeological sites in MS Access '97
- '00 – '00 **STATE OF CALIFORNIA: BOARD OF CORRECTIONS (BOC)**
- Designed and wrote an extensive Training Mgt. System in MS Access 2000 and MS SQL Server 7
- '98 - '00 **STATE OF CALIFORNIA: DEPT. OF SOCIAL SERVICES, STATE HEARINGS DIVISION (CDSS)**
- Lead Programmer for the analysis, design, coding and implementation of an extensive Office-automation project using MS VB 6, MS Access '97, FileMaker Pro, MS Word, MS FrontPage and MS Outlook. Application GUI was HTML pages, with links to MS VB apps (.EXEs) and an MS Access front-end, both linked to an MS Access back-end. Also included a Hearing Decision Wizard that automated the creation of complicated "Decision" documents in MS Word, using templates and extensive Visual Basic for Applications (VBA) code. All data was distributed nightly through automated Replication.
- '96 – '00 **DIGITAL RESEARCH (name changed to ACCUAN)** <http://www.accuan.com>
- Wrote Search Mgt system in MS Access 2000 including extensive MS Office automation using MS Word, MS Outlook, MS Excel, QuickBooks Pro import/export, WinFax Pro
 - Creating a automated process to upload data via an .ASP page and then processing responses
- '99 – '00 **ADTRAX REVIEW & RESULTS, Inc.** <http://www.mediatraxonline.com>
- Wrote and supported a commercial Contact management app in MS FoxPro 2.6 and MS Visual FoxPro 6.0, including distribution via disks and CD, monthly updates, FTP site & tech support
- '00 – '00 **CONFI-CHEK PRIVATE INVESTIGATIONS** <http://www.conf-check.com>
- Converted accounting data from Invoicing software to QuickBooks Pro, using MS Access '97 and ASCII text
- '00 – '00 **AMERICAN PROVIDERS, Inc.**
- Designed and wrote a detailed, multi-user Client tracking and reporting database in MS Access '97
- '99 – '00 **BUSINESS INSURANCE GROUP, Inc.**
- Consulted on network setup, conversion and archive of MS Access 2.0 program and data
 - Performed Y2K compliance & Client/Server modifications to Lease Management app in MS Access 2.0, '97
- '99 – '00 **STATE OF CALIFORNIA: CALTRANS**
- Co-wrote a Budget tracking and reporting system in MS Visual FoxPro-Mac
- '99 – '99 **FDI CONSULTING, Inc.**
- Co-designed and wrote an object-oriented DMV Records data input process in MS Visual FoxPro 5.0
- '97 – '99 **SACRAMENTO COUNTY: DEPT. OF HUMAN ASSISTANCE, WELFARE FRAUD (DHA)**
- Automated a legislatively mandated process for detecting Welfare Fraud. Successful completion of the project required extensive customer contact (numerous JAD sessions, training and political maneuvering) as well as complicated download from mainframe, data parsing, data validation and conversion into MS Access '97.
- '98 – '99 **SACRAMENTO COUNTY: ANIMAL CONTROL AND REGULATIONS**
- Wrote program to track and print over 5,000 dog and cat license renewal notices and late notices per month. Written in MS Access '97, linked to over 1,000,000 records in MS FoxPro database tables.
 - Wrote complicated statistical summary report in MS Access '97 with over 350 calculations on 1 page

'96 – '99 QST ENGINEERING, Inc – Martinez, CA

- All code and reports written in MS Access 2.0/97 or MS FoxPro 2.6 on a variety of lead-based paint (LBP) and asbestos survey and abatement applications for use on laptops (for field engineers and surveyors) and on networked, multi-user desktop workstations (for project managers and upper management).
- Subcontractor to ESE for the following customers: City of Oakland, San Francisco Housing Authority, San Francisco Unified School District, Sharpe Army Depot, Contra Costa County, Monterey County

'98 – '99 RGA ENVIRONMENTAL, Inc. - Emeryville, CA

- Developed an automated document creation application in MS Access and MS Word '97
- Wrote an asbestos reinspection app for Oakland USD in MS Access '97 using Data Replication with laptops

'98 – '99 PRIDE INDUSTRIES, Inc.

- Managed project to design, write and install a Warehouse management app in MS Access '95

'97 – '98 GALSON AND ASSOCIATES, Inc. – Berkeley, CA

- As Project Manager for year-long data conversion project, responsibilities included contract negotiation and fulfillment of MBE/WBE/DVBE subcontracting requirements, hire/fire responsibility and day-to-day management of programmers and data entry personnel, as well as extensive hands-on database work. Project scope included writing programs to perform audit corrections, validation and conversion of over 45,000 records in 6 non-uniform databases from a flat-file format into multi-file, relational database structures in MS FoxPro.
- Performed extensive modifications and enhancements to commercial MS FoxPro-DOS application to import, validate and report on XRF lead paint surveys for U.S. Air Force bases across the country.

'97 – '98 FOUNDATION HEALTH SYSTEMS, Inc.

- Re-wrote, enhanced and installed a complicated New Facility Project tracking system in MS Access '97

'98 – '98 THE MONEY STORE, Inc.

- Converted a complicated QuattroPro app to MS Excel, including menus, buttons, lookup tables and VBA code

'97 – '98 COMPUCOUNSEL CONSULTING, Inc.

- Helped convert an Emergency Medical System app from MS FoxPro-DOS to MS Visual FoxPro 5.0

'96 – '98 DYNAMIC POOLS, Inc.

- Designed, coded, and installed complete accounting/billing system in MS Access 2.0

'96 – '96 BAREFOOT VINEYARDS (Sonoma, CA)

- Built database to track wholesalers and trucking schedules in MS FoxPro 5.0

'97 – '97 THE KITCHEN, Inc.

- Designed, coded and installed complete food catering management & proposal system in MS Access 2.0

'97 – '97 PROFESSIONAL SERVICE INDUSTRIES, Inc (PSI). - Lafayette, CA

- Managed extensive asbestos survey reporting project in MS FoxPro 2.5-DOS

'97 – '97 CITY OF OAKLAND, MODERNIZATION DEPARTMENT - Oakland, CA

- Converted asbestos-related building survey data from MS Access 2.0 to mini computer data format

'96 – '97 SCA ENVIRONMENTAL, Inc. - Berkeley, CA

- Created earthquake preparedness application for Levi Strauss, Inc. in FileMaker Pro
- Converted an Asbestos management system from MS FoxPro 2.0-DOS to MS FoxPro 2.6-Windows

'95 – '96 ADAMS TRUCKING, Inc./ADAMS AIR CARGO, Inc. - Woodland, CA

- Designed, coded and installed truck mileage tracking system in MS FoxPro 2.5-DOS

'95 – '95 THE NEWSPAPER NETWORK (TNN, A McClatchy Company)

- Wrote reports and upgraded their multi-office billing system, using dBase IV & pcAnywhere
- '95 – '95 **WIENTRAUB, GENSHLEA AND SPROUL LAW CORPORATION**
- Designed 85-node PC network wiring scheme for move to new Wells Fargo building downtown
- '93 – '95 **HANOVER INSURANCE**
- Administered 64-user Novell network and wrote code for a variety of apps in R:Base 3.0
- '94 – '94 **HEALD BUSINESS COLLEGE**
- Taught night courses in dBase III+, WordPerfect, DOS and Lotus Symphony
- '93 – '93 **ERNST & WINNEY / ARTHUR YOUNG ACCOUNTING**
- Assisted in company merger, networking their PC and Mac computer systems
- '93 – '93 **PACIFIC BELL LEGAL DEPARTMENT**
- Upgraded and streamlined word processing functions on Data General hardware
- '92 – '92 **WESTERN IMPRESSIONS, Inc.**
- Co-wrote accounting / billing application in dBase III+
- '89 – '92 **CONNECTING POINT OF AMERICA**
- Salesman, Sales Manager, Hardware Merchandise Manager and VP Merchandising for chain of franchised retail computer stores.

SPECIALIZED TRAINING

Technical Training

- Web Accessibility Conference (CALWAC 2006) Knowbility, Inc.
- Programming in MS Access - Advanced Microsoft Certified Training-ExecuTrain, Inc.
- Microsoft Visual Basic 6.0 Deployment Microsoft Corporation
- Programming in Microsoft Office Computer Associates, Inc.
- Application Development in MS Visual FoxPro Microsoft Certified Training-Innovative Solutions
- Client / Server for Development Professionals Health & Welfare Data Center
- Optimizing Microsoft Windows ExecuTrain, Inc.

Professional / Personal Training

BS Degree in Business Management from Colorado State University, Fort Collins, 1981

- Applied Project Management Health & Welfare Data Center
- Managing Multiple Projects, Objectives and Deadlines SkillPath Seminars
- Facilitation and Team Building Leadership Training California Cal/EPA Agency
- Conflict Resolution California Integrated Waste Management Board
- Effective Presentations CSU, Sacramento Extension
- New Directions emotional intelligence workshops Directions Unlimited, instructor
- Understanding Yourself & Others, Certified Instructor Dreikurs Relationship Center
- Understanding Success Attitudes, Certified Instructor Dreikurs Relationship Center

PROFESSIONAL ACCOMPLISHMENTS

- Microsoft Certified Professional (MCP) May, 2000
- Microsoft Office User Specialist (MOUS) January, 2000
MS Access '97 Expert MS Word '97 Proficient MS Excel '97 Expert
- Brainbench e-Certification www.BrainBench.com/transcript.jsp?pid=110227
MS Access Programmer Exam, passed top 93% September 1999
MS Word Power User Exam, passed top 97% (Master) May 2000
MS Windows '98 Power User Exam, passed top 85% (Master) May 2000
- eCertifications exam
MS Access Programmer Exam, passed at Master's level, April 2000
- Certified Youth Soccer Coach, coaching under-6 boys, and under-8, -10, -12, -14 year old girls
- Certified Soccer Referee, active in all age groups, especially high school. Certified June 2003.

RELATED SKILLS AND QUALITIES

- Project Management and Leadership
- Set-up, Facilitation, Management and Documentation of RAD / JAD Sessions
- Interpersonal Communication and Relationship Skills
- Training of End-users and Developers
- Oral Communication Skills including: One-One, Running Meetings and Public Speaking
- Excellent Written Communication Skills including: Status Reporting, Automated Reports and Presentations
- Complete Project Status Reporting
- Internal and External Documentation
- Integrity, Quality & Commitment

2GETHELP THERAPY CENTER

Editor: Book Manuscripts

- Edited 223-page self-help, emotional intelligence textbook & workbook "*Taking Control of Your Life*", by M.K. Doc Downing, Ph.D., LMFT. The textbook is being used as classroom text for a 6-week life skills and anger management courses given to over 200 inmates in 2 California mens' prisons.