

SKILLS

Project Management
Inventory Control Management
Production Planning / Scheduling
Manufacturing Supervision
Strong verbal and written communication skills
Strong attention to detail
Strong organization / innovation skills
Proactive nature
Great People skills; polite and personable disposition
'Quick Study', with a willingness to learn new skills

With Advanced Expertise in:
Access Database / Query design
Access GUI & Report design
Access and Excel VBA Programming
Excel Workbook design
Active Directory
Exchange Server
Domain / Website Management
ASP / HTML Web application design

PROFESSIONAL EXPERIENCE

Business Systems Analyst Connolly Healthcare, Conshohocken, PA (Oct '12 - Present)

- Support Recovery Auditing efforts through Access and SQL Server development.

Inventory Manager / Programmer Synergy Orthopedics, Plymouth Meeting, PA (Aug '09 - Oct '12)

- Developed, designed, and programmed complete Order Entry / Inventory Management System.
 - Barcode scanning process, posting to Purchase Order
 - Email POs to vendors
 - Purchase / Usage history reporting
- Developed Stock Scanning program for Inventory counting, interfacing with OE/IM System.
- Maintain Inventory levels at 70 locations, reorder from POS transactions
- Investigate new product lines and set up vendor accounts for acquisition
- Provide Sales / Inventory Control reporting to upper management

Self-Employed IT Consultant And Developer AccessDbDevelopers.com , Southeastern, PA (Aug '06 - Present)

- Designed, developed and maintained custom client software applications in many areas, including inventory control, order entry/fulfillment, sales/commission tracking, production/barcoding, insurance claim filing, project tracking, document management and communications.
- Developed the skill of listening so as to understand, and communication to assist clients in determining specialized requirements, and translating their needs into effective custom applications, while prioritizing options based on cost-benefit analyses.

Operations Manager / Programmer Resource Data Products Inc, Lititz, PA (Jan '08 - Mar '09)

- Directed the operations of production, assembly, and shrink-wrap production line for high volume CD and DVD duplication and fulfillment.
- Developed Quality Manual and procedures for ISO 9002-1994 oriented Quality Assurance department.
- Devised strategies and policies to ensure that production objectives were met.
- Managed shipping through UPS online and Worldship, DHL, and FedEx online, including international shipping
- Developed Access database software for:
 - Serializing and bar coding Item, Bundle, Carton, Pallet for packaging & shipping
 - USPS mail tray sorting
 - Manufacturing and maintenance reporting
 - Customer service logging for supervision and billing

Programmer / IT Manager Total Orthopedics Inc, Littleton, CO (July '06 -October '07)

- Designed Database program for post-surgery pain management product fulfillment, patient information entry for filing insurance claims, with ICD-9 diagnosis code lookup, AOB aging, product usage and reimbursement, and Medicare reports.
- Performed daily sales report generation, design and generated 'Cognos' (OLAP) cube reports, and worked with the President to coordinate inbound report requirements from sales staff
- Coordinated arthroplastic implant surgery POs from hospitals to facilitate billing
- Designed Internet Web Application for online surgery scheduling.
- Designed websites for several associated companies

Office Manager / Programmer Great Lakes Circulation, Evergreen, CO (Aug '03 - June '06)

- Managed daily operations of Sales Office / Order Entry Center - managing staff, inventory and ordering, receiving, Customer Service
- Performed 'Systems Analyst' function, converting paper data systems to computerized systems.
- Designed complimentary Order Entry, and Field Sales Commission database programs in MS Access, which interface with data in MS SQL Server and MS Excel
- Converted from MS Access 'back end' to 'Client/Server' environment using MS SQL Server 2000.
- Performed printer installations and maintenance, Vodavi® digital phone system programming, maintained office inventory, supervised Customer service employees.
- Wrote procedures for Quality Control, Customer Service, Inventory Management.
- Maintained Traveling Sales Staff's Inventory and organized supply distribution.

Database Programmer - CT Incorporated / Ware Unlimited , Salunga, PA (April '99 - March '03)

- Programming: MS Access Database design, MS SQL Server 6.5, 7.0, MS Visual Basic 6.0 , HTML with ASP data presentation, FTP importing and exporting for live "online" data access.
- Internet Facilities Support: Registered and maintained Domains, installed Secure Certificates, created and maintained IIS and DNS records, FTP and Mail services, "Hit Count" statistics reports.
- Technical Writing: Wrote detailed procedures for daily and periodic functions, created User Manuals.
- Customer Support: Assisted customers with technical difficulties related to software supported by CT Inc./Ware Unlimited, aided in proactive problem identification and avoidance with client systems and operations, secured and suggested value added sales of both hardware and software.

Sales Associate / Customer Service - Cyber Warehouse, Lancaster PA (moonlighting May '02 - June '04)

- Computer and Peripheral Equipment Sales, Customer Assistance, Help Desk Support.

Network Installation Technician - CS Electronic Systems Inc, Lititz PA (August '98 - April '99)

- Installed and terminated Cat 5 (data) and Cat 3 (phone) wiring in commercial and residential settings.
- Installed and terminated Fiber Optic Facility Links.
- Installed and Programmed Vodavi® Telephone Distribution Frames.

Production Supervisor, Production Control Scheduler, Quality Control Metallurgical Technician

Penncast Corporation, Marietta PA (June '94 - August '98)

- Production Scheduler: Planned production and recorded against Master Schedule.
- 'Core Department' Supervisor.
- Melting, Molding, and Pouring Operations Supervisor in a Teamsters Union Steel Foundry.
- Supervised and Trained 30 employees, enforcing Quality and Safety rules in working environment and personal behavior.
- Scheduled and Supervised overtime Grinding and Finishing Operations.
- Designed MS Excel VBA Programming to automate Scheduling Functions, Inventory/Reorder systems.
- Was responsible for calculating Induction Melting Furnace additions to conform 100 varieties of Stainless, Carbon, Manganese Steels and Nickel/Monel alloys to ASTM Specifications.
- Operated, calibrated, and maintained Optical Emission Spectrometer in Metallurgy Lab for Chemical Analysis.
- Maintained, and programmed Lab Computer - importing Spectrometer results and calculating Furnace alloy additions in "MS QuickBasic".
- Created Procedures and quality-related policies for employees to ISO 9000 qualifications.
- Performed Mechanical and Chemical Testing, Microscopic Imaging and Certification.

EDUCATION

Rosemont College, Rosemont, PA
Lancaster County Career & Technology Center
Applied Learning Institute

BS Degree: Business Administration
Certificate in Computer Hardware
Certificate in Industrial Metallurgy

ADDITIONAL SKILLS

In addition to the skills and software systems described above, I have intermediate to advanced knowledge in the following applications:

Microsoft Windows: Server 2003, Server 2000, XP, ME, 2000, 3.1
Microsoft SQL Server Express, 7, 2000
Microsoft SharePoint 2007 MOSS, WSS
Microsoft Project 2007
Microsoft Word 2007, 2002, 2000, 97
Microsoft PowerPoint 2007, 2002
Microsoft Publisher 2007, 2002
Microsoft Outlook 2007, 2002, 2000
Microsoft Visual Studio 2008, 6
SAP Crystal Reports
Adobe Dreamweaver CS3
Adobe Photoshop 7, CS3
Rimage Disk Duplication System 8
Eclipse Disk Replication System 5
HexaLock Disc Encryption System 4.7
FTP