Beth Sywulka

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Professional Summary

Information Management Specialist with expertise in project management, team collaboration, and technical expertise. Proficient in implementing and optimizing processes, ensuring data integrity, and fostering team collaboration. Skilled in supporting web services and developing content management tools. Took a career break to focus on raising a family in Africa, during which I further developed my organizational and multitasking abilities.

Professional Experience

Information Management Specialist | Cornerstone Group Consultants | May 2023 – Present
- Implemented task and deliverable tracking methods for the team using Asana to optimize workflow.
- Led a data migration project, transitioning the team to a shared Google Drive for enhanced collaboration.
- Coordinated with stakeholders to ensure seamless integration of new workflow processes.
- Created and maintained an Airtable database for academic research articles, supporting data-driven decision-making.

Web Services: User Support & Dev. | Columbia International Univ., SC | Jul 2003 – Jul 2005
- Provided technical training and support for 2,500 users, boosting the adoption of digital tools.
- Designed and implemented web-based content management tools, facilitating efficient information sharing.
- Worked cross-functionally to align web technologies with strategic marketing objectives.

Management Consultant | PricewaterhouseCoopers LLP | Aug 1999 – Sep 2001
- Implemented a robust system for processing paper data files during warranty claim audits, ensuring accuracy and efficiency.
- Conducted analysis on retail data to evaluate the ROI of electronic article surveillance systems.
- Developed detailed design specifications for data warehouse projects to support data integration.
- Created data mappings for ETL (Extract, Transform, Load) processes, enhancing user accessibility.

Data Integration Specialist | DSC Communications Corporation, Plano, TX | May – Aug 1997
- Combined proprietary data sources (Oracle, FoxPro, mainframe data files) using MS Access to produce strategic management reports.
- Proposed a plan to enhance data integration efficiency and ensure reliability.

Education

Bachelor of Science in Computer Science | Minor in Business Analysis | Aug 1995 – May 1999
Texas A&M University, College Station, TX | GPA: 3.89/4.00, Magna cum Laude

Certifications

- Certified ScrumMaster (Scrum Alliance, Feb 2025)
- Certificate in Agile Scrum Essentials (Techcanvass, Feb 2025)

Skills, Experience, and Interests

- **Project & Team Collaboration:** Asana, Jira, Status and Deliverables Tracking, Data Migration, Process Implementation, Stakeholder Synergy, Google Workspace, File/Data Management
- **Database & Programming:** Airtable, MySQL, Oracle, PHP, Java, Python, C++
- **Office Applications & Design:** Microsoft Office, Outlook, PowerPoint, HTML
- **Methodologies & Governance:** Agile/Scrum, Business Process Optimization, Information Governance, Data Integrity, Data Analysis

Community Service

- Fitness Instructor (WR Move Together, 2022)
- Library Literacy and Systems Volunteer (ABC Christian Academy, 2018 – 2020)
- Executive Board Member (Koinonia Co-op Food Pantry, 2003 – 2005)
- Volunteer Tutor (Eckstein Middle School & Tutor Eau Claire, 2001 – 2005)