

Andrew Cryer

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Education

B.A. ANTHROPOLOGY | JUNE 1995 | CARLETON UNIVERSITY

HIGH SCHOOL DIPLOMA | JUNE 1993 | PICKERING HIGH SCHOOL

Skills & Abilities

MANAGEMENT

- Originally I was hired as a data worker, correcting client address databases and creating addressing information for Canada Post. Promoted to manage the Data department in a mailhouse. Worked to modernize and establish best practices in computer use and security. Increased the scope of the Data department to fulfill a more modern role as the industry changed and recruited new workers and created a training regime for them. I also worked to create Esprit de Corps in my team as we faced lean times.

COMPUTERS

- Knowledge of computer operation, building, maintenance, networking with a concentration in Microsoft products. Specific and extensive experience with Word, Excel and Microsoft Access including the creation of tailored Access databases for organization and mail merging. This includes conversion of client excel databases into Access databases with user friendly data entry and edit capabilities.\
- Networking a large number of computers and setting up security. I also maintained this network for many years.
- Purchasing and integrating new equipment including industry specific systems such as large scale inkjetters and laser printers.
- Keeping aware of IT trends and advising where the company needed to put resources in regards to this.
- Creation and use of SQL databases and the creation of front ends using MS Access and Cold Fusion

Experience

IT AND DATA MANAGER | HARRISON MAILING LIMITED | 2001-CURRENTLY EMPLOYED

- Managing a team of data operators and creatives
- Maintaining Computers, Printers and Network
- Purchasing computer equipment and supplies
- Planning future IT trends within the mailing industry
- Manipulating client address lists, cleanup and dedupe and then processing them using Canada Post databases and third party software
- Operation of SQL database with a Cold Fusion front end
- Awareness and appreciation of security concerns of various clients

SECURITY GUARD | ADANAC SECURITY | 1999-2000

- Desk security for an important Ottawa location including the Atomic Energy Control Board
- Private Investigations Work

Volunteer work

THE ANIMAL GUARDIAN SOCIETY (TAGS)

- Creation of Webpages
- Canvassing

TORONTO INDY

- Organize and manage volunteer teams
- Site Inspection
- Troubleshooting

References

On request.