

Robert Smith

Information Systems Coordinator III

PERSONAL STATEMENT

Information Systems Coordinator position with a company that will allow me the ability to advance the knowledge of others. To develop a new, or expand an existing, technology and software education curriculum. Enjoy implementing and expanding such training programs into diversified companies that are open and willing to grow technologies training to meet today's needs as well as equip employees for the future.

WORK EXPERIENCE

Information Systems Coordinator III

ABC Corporation - November 1990 - June 1999

Responsibilities:

- Programmed Sales Analysis system, which allowed extensive sorting, budgeting, and costing capabilities for high-level management decision-makers.
- Designed and implemented an EDI system for invoicing the largest customers.
- Designed and implemented an EDI system from France to Boston to Customs allowing Customs to clear foreign products prior to arrival on the territory.
- Designed and implemented a bar-coding system for shipping into an Order Entry and automated shipping system, FedEx.
- Managed/designed and made recommendations for a multi-million dollar software product (Visual Basic).
- Implemented an international email system between parent companies in France and all global subsidiaries.
- Managed and coordinated successful Data Mapping/database population and conversion from Legacy accounting program to a state of the art Accounting/Process control package with very minimal conversion interruptions and downtime.

Information Systems Coordinator

Delta Corporation - 1986 - 1990

Responsibilities:

- DATA Accountable for insuring the integrity and security of data stored in ICIS (Integrated Client Information System) by serving as point of.
- MANAGEMENT AND COMPUTER SUPPORT Oversaw statewide and agency users with computer support, email, login, username and password issues, while .
- Liaison between internal and external clients using the ICIS system.
- Managed the ICIS manual by updating and editing when Decision Support Staff made fiscal year changes and departments made service descriptions and.
- Successfully created computer-related process flows using Visio, oversaw the Windows NT computer system and 25- user network, created Access.
- responsible for maintaining all hardware and software for the plant,

CONTACT DETAILS

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SKILLS

Microsoft Office,
Management.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

(about 50 nodes) and enhancing the flow of information throughout the plant.

- responsible for maintaining all hardware and software for the plant, (about 50 nodes) and enhancing the flow of information throughout the plant.

Education

Bachelor's- (Champlain Community College - Burlington, VT)