

Brian MacDonald

 brianmacdonald@live.com  <https://www.linkedin.com/in/brian-macdonald-0a376913/>  734.891.5783









OBJECTIVE

I am excited to join an organization that enables me to exercise my passion for creating quality software products while improving the organizations bottom line.

QUALIFICATION SUMMARY

- | | |
|---|---|
|  IT Support/Administration |  Financial Analysis |
|  LAN Management |  Financial Reporting |
|  Website Management |  Needs Analysis |
|  Front End Developing |  Operations Management |
|  Project Management |  Book Keeping, QuickBooks, Excel |
|  Process Improvements |  Coaching/Training |

TECHNICAL COMPETENCIES





-  Familiar with Windows Server 2012, Oracle Virtual Box, JIRA, and JavaScript, Spiceworks.
-  Knowledge of HTML5, CSS, Sass, Atom.io
-  Knowledge of Microsoft Applications including Word and Excel.
-  Knowledge of QuickBooks.
-  Wrote articles utilizing WordPress for Search Engine Optimization efforts.
-  Wrote and modified Macro coding for personal use.
-  Built a desktop tower with a RAID 0+1 hard drive array for personal use.
-  Trained classes of various sizes in American Heart CPR.

EXPERIENCE & EXPERTISE

International Trucking School, Canton, Michigan

2013 – 2017

Operations Manager/IT Administrator

-  Restructured training curriculum and school operations to accommodate the recent changes in the requirements of the State of Michigan and third-party road examiners. The restructuring resulted in clients receiving more valuable behind-the-wheel time without increasing the overall length of the program, resulting in a reduction in exam failures and less school expenses in extending training and additional exam fees.
-  Managed company-wide computer and printer issues and installations, reworking network and solving issues with equipment connectivity utilizing Spiceworks network monitoring software in order to optimize bandwidth usage and maintain computer related work flows.
-  Coached team members on how to gain day-to-day operational efficiencies utilizing desktop and web-based applications. Tracking of customer's status via spreadsheets allowed the company to maintain better financial records. Tracking of fuel expenditures led to more efficient use of staff and management time. Utilizing web-based software, equipment and class status could be tracked seamlessly between desktop and mobile devices.
-  Utilized QuickBooks and Microsoft Excel application to perform accounts payable, receivable, and general ledger functions, in order to track and categorize business related transactions.

EXPERIENCE & EXPERTISE con't

- ▣ Worked extensively with Microsoft Excel to predict future expenditures and their impact to cash flow based on fixed and variable costs and planned revenues, providing the company the ability to maintain positive cash flow and a healthy balance sheet.
- ▣ Employed Microsoft Office applications to report status of bank accounts and accounts payable and receivables, providing executive leadership with usable data to make efficient financial decisions.
- ▣ Developed opportunities for expanding company operations and other revenue streams through negotiations with various funding sources, locating programs to expand the lending and payment options for our customers in order to enhance company revenue.
- ▣ Influenced higher performance of book keeping staff, instruction and student recruiting staff to ensure integrity of class operations, job placement, financing, and overall logistical aspects of company operations.
- ▣ Educated all staff on compliance with regulations pertaining to the operations of a transportation related business to ensure the safety of the customers and the instructional staff.
- ▣ Worked with varying size and complement of teams to engage clients in needs analysis to determine clients' needs and which solutions would best satisfy those needs.

TTL Associates, Inc., Toledo, Ohio

2008 – 2013

Geotechnical Engineer

EDUCATION

Michigan State University, East Lansing, MI

Bachelor of Science in Civil Engineering, 2002

OTHER QUALIFICATIONS

American Heart CPR Instructor Certification

VOLUNTEERING

Livingston County Habitat for Humanity, Brighton, MI

Weekly Staff Volunteer, 2017