SUMMARY

A person taking a selfie

Description automatically generated

LANCE STUBBLEFIELD

Efficient solutions

# Who I am

I am a naturally curious explorer – I always want to see where a path will lead.

Objective

My goal in life is to arm myself with as many skills and as much knowledge as I can, to better meet the next challenge.

## Skills & Abilities

I seem to have a gift for analysis and comprehension. I am fast learning and great at coming up with unique solutions.

720 K Street

Washougal, WA 98671

360-635-1883

Lance.stubblefield@gmail.com

### career Experience

#### INTERSTATE ADVANCED MAteriALS

Portland, Oregon

##### FINANCIAL ANALYST/OFFICE ADMIN - Feb 2008 to present

Billing/Accounting, Budgeting, Purchasing, Job Processing, IT/Tech Support, Systems Analyst, Networking, Programming, Database Administrator, Technical Writing, Technical Training, Report Writing

#### sELF eMPLOYED

Vancouver, Washington

##### BUSINESS ANALYST – 2010 to present

Creating charts, graphs and tables using Excel, Word, and Access. Designing custom applications for business analysis and reporting.

### Education summary

#### Trend college; business; portland, or

1991 - Business Management, Accounting, Marketing

#### Owen Sabin Occupational Skills

1989 - Electronic Engineering, Principles of Technology

### COMMUNICATION

Professional and eye-catching reports. Functional and easy to fill out web apps and production documents.

### LEADERSHIP

Experience with project management, department lead, section manager. I know how to utilize assets and resources efficiently.

### future

My goal is to find a long-term position that offers opportunity to grow and keeps me challenged. I want to learn new things while providing an organization the expertise I have already obtained.

SKILLS and APTITUDES

## Technology, Sciences, Computers

Computers – Web Design, Custom Applications, Networking, Programming, Database Administration, Tier 3 Support

Languages – VBA, VB, JavaScript, HTML 5, PHP, ASP, Batch, Basic, C++, Java, GML, Arduino, Perl, Ruby, SQL

Software – Windows, Linux, MS Office (Excel, Word, Access, PowerPoint, Publisher, Outlook, Visio), OpenOffice, LibreOffice, Spice, Autodesk 123D, Meshmixer, Repetier, Syspro, Worldship, Crystal, Blender, etc.

Electrical – Electronics, PC Assembly/Repair, Design/Read Schematics, Circuit Layout, Microcontrollers (Raspberry Pi, Arduino Uno, Basic Stamp, etc.), Robotics, 3D Printing (FDM), and more

Scientific – Basic chemistry, basic biology, physics, astronomy, math (algebra, calc., trig.)

## Business

Office - Multi-Line Phones, Copier (use/maintenance), Purchasing, Typing (70+WPM), 10-key (up to 17,000 kph).

Accounting – Billing, Debits/Credits, Balancing Ledger, Depreciation and Loan calculations, Payroll

Communications – Business Analysis Reporting, Predictive Analysis, Charts, Graphs, Email Lists, Scheduled Reporting

Operations – Inventory Tracking, Loss Prevention and Tracking, Production Scheduling and Tracking, Technology Implementation

## MISCELANEOUS

Crafts – Woodworking (Cabinetry and Carpentry), Basic Metal Machining, Plastic Machining and 3D Printing, Sewing, Electrical Wiring (House, Commercial, Automotive – Not Licensed), Mechanical Engineering, Electrical Engineering, Cooking, Basic Plumbing, 3D Design

EXPERIENCE

2/2008 – PRESENT               Plastic Machining/Interstate Plastics

Portland, OR

***Production Coordinator/Multiple Roles***

* Full IT and networking support
* Production scheduling/work traveler creation
* Daily billing, payroll, receiving, purchasing, budgeting
* Report writing, business analysis

2/2010 – PRESENT               Self-Employed

Vancouver, WA

***Business Analyst/Report Writer***

* Expert level Excel, Word, and PowerPoint support.
* Reports, tables, charts; in Excel, Crystal
* Database communication

2/2007 – 8/2007                  DESI Telephone Labels                 Vancouver, WA

***Graphic Designer/Production Coordinator***

Design and layout custom telephone faceplates, business cards, flyers/banners, etc.

Proof read, error check and monitor entire production of print jobs

1/2003 – 4/2005                  Hollywood Entertainment                 Wilsonville, OR

***Systems Analyst 3, Project Manager***

Recover missing data daily from over 2000 satellites

Analyze, document, and write improvement proposals for systems and procedures

Project management and reporting

2/2000 – 11/2003                  Kopyworld.com                 Beaverton, OR

***Graphic Designer***

Graphic design and production

Account representative, customer service

Printing, cutting, laminating, pre-press, proofreading, photo touch-up, foam core mounting

8/1998 – 1/2000                  Epson Portland Inc.                 Beaverton, OR

***Project Manager (y2k)***

Inventory, test, research, and document all electronic equipment *(computers, robots, HVAC, facilities, security systems, network equipment, etc.)*

Conduct and report at regular corporate meetings. Produce regular, updated communications. Research, document and find backups for all suppliers, logistics, and secondary partners

Contingency planning and testing

PERSONAL

## BIO

I was born in Portland, Oregon on February 20th, 1971. I am not a health nut, but I keep myself in average health. I like kayaking and hiking in the summer.

I have two kids – my adult stepdaughter whom is married and (at this time) pregnant with my first grandchild. My teen age son lives with me (I am a single dad). My family is everything to me.

I tend to favor logic and have strong aptitudes for math and sciences as well as electronics, mechanics, carpentry, and pretty much anything I find an interest in.

## Philosophy

I generally get along with everyone. I prefer teamwork and asking for help when needed. I believe that listening is one of the most important skills a person can hone – listening before speaking will usually save everyone time.

I don’t generally cuss and swear a lot, but I am not insulted easily either. I take criticism well and take every opportunity to improve my performance.

## Knowledge

I am mostly an analytical person. I have a strong interest in the sciences and am always learning more. I have a good comprehension of math and am generally good at solving puzzles. One of my greatest talents (according to myself!) is improving efficiency of systems and organizations.

Some of my future interests include other languages, astronomy, additional programming languages and more.

## Goals

I have fairly normal short-term goals – improve my health, work out more, etc. I am studying for some Microsoft certification exams,

My long term goals. I am considering going back to school for an engineering degree. I also want to buy a home with a little property. There are several countries/locations I would like to visit and cultures I want to learn about.

## Functional

I am a fast learner and generally exhibit exceptional comprehension. I don’t believe I know everything or that I am better than others.