

Freelance Freelance Freelancer Carencro, LA I am willing to perform virtual tasks. Authorized to work in the US for any employer Work Experience Freelance Self-employed August 2018 to Present Consultant Grocery Delivery Data processing Transcription Consultant Appen Global April 2017 to August 2018 Rating & auditing search relevance Rating & auditing page quality Part time consultant Velos, Inc December 2012 to June 2013 Telecommuting Project Manager Managed Implementation projects at 9 institutions, 5 data migrations, 6 interface projects, 3 form design projects Developed and produced reports for evaluating project costs and outcomes Trained 150+ trainers and users and recorded 7 Training videos used for end-user training Developed interactive Customer website with training evaluations and certifications Helped produce technical documentation and training materials Full time employee/consultant Velos, Inc June 2006 to December 2012 Information Resource Consultant / Database Administrator Medical University of South Carolina, Hollings Cancer Center - Charleston, SC September 2004 to June 2006 Clinical Trials Office Charleston, SC Information Resource Consultant / Database Administrator Managed development and maintenance of study-specific data systems Managed research and implementation of new data system; analyzed impact on policies and procedures; selected most appropriate data system, and prepared executive summaries proposing procurement of new CTMS Managed development and maintenance of computerized tools to improve efficiency Trained department staff on aspects of computer software use and maintenance Managed maintenance of computer equipment for clinical trials staff Music Department Manager Barnes & Noble Booksellers - N Charleston, SC August 2002 to August 2004 Managed daily operations of music store, including finances, ordering, customer service, loss prevention, and merchandising according to Barnes & Noble corporate standards Developed automated tracking systems to track store production, loss, shrink, maintenance, inventory, shipping and receiving, and profit Hired, scheduled and trained music store staff Provided support for bookstore management and Starbucks caf management Information Resource Consultant Medical University of South Carolina, Hollings Cancer Center - Charleston, SC April 2001 to September 2002 Clinical Trials Office Charleston, SC Information Resource Consultant Designed and worked on development of new automation software Managed

beta testing of clinical trials management software for PDA and PC Developed procedures through automation to make office more efficient Trained department staff on software use and maintained computer equipment Database Administrator Medical University of South Carolina, Hollings Cancer Center - Charleston, SC June 2000 to April 2001 Developed and managed database and data entry forms Managed clinical follow-up for approximately 100 patients Maintained computer equipment for the clinical trials staff Proof Lead Clerk Fifth Third Bank - Cincinnati, OH May 1999 to May 2000 Managed approximately 15 weekend proof employees Maintained department databases tracking errors and production problems Implemented weekly reports detailing individual employee production for production-based income Developed procedures through automation to make office more efficient TECHNICAL EXPERIENCE Education B.S. in Information Technology University of Phoenix December 2003 to 2006 Skills C/c++, C++, Html, Javascript, Palm os Additional Information Software Applications: Velos eResearch Velos eTools Oracle SQL Developer Joomla Windows Oracle 9i, 10g Microsoft Office SQL Server 7.0/2000 SRT TELEform Palm OS Unix Programming languages: SQL T-SQL Cold Fusion HTML OpenGL TELEform MS Access Visual Basic 6.0 VBA Visual C/C++ Java Javascript Hardware: Desktop Installation Printer Installation Repair and maintenance of PDA's Repair and maintenance of PC desktop and laptop computers Repair and maintenance of CPU's Repair and maintenance of printers and monitors

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