

State Representative State Representative Bethel, CT Work Experience State Representative State of Connecticut - Hartford, CT January 2017 to January 2019 Propose and Introduce new legislation Draft legislation in response and to reflect district needs. Supervise and direct office and Staff Prepare and proofread correspondence Approve public and media relations Manager/Owner Bethel Mail Service - Bethel, CT December 2006 to December 2016 Over saw the day to day operation of the store. Coordinated the purchase and restocking of supplies and products. Negotiated with vendors and suppliers on pricing, quantity and quality of supplies and services. Trained all new employees on Shipping protocols for USPS, DHL, Federal Express and UPS Created work schedule for store employees. Tracked and stored all business related documents to assist in End of Quarter, and End of Year financial preparations which included tax preparation. Ensured that customer expectations were being met by myself and store staff. Other reasonably related duties as needed Database Administrator Computer Task Group (Consultant at IBM) - Poughkeepsie, NY January 2003 to December 2006 Using DB2, Tivoli Service Desk, PC Anywhere, Citrix, AIX Microsoft Windows 2000 and F-Secure SSH Client to Install, configure and support eESM database tools for Problem and Change Management. Perform Changes to the eESM database tools and database as required. Maintain data in the database as provided by the customer. Assist in resolution of Hardware/Software issues for TSD infrastructure and database issues. Adhere to department process, procedures and work instructions. Other reasonably related duties as assigned Education Bachelor's in Political Science Sacred Heart University - Fairfield, CT September 2000 to May 2017 Skills Microsoft Office, Lotus Notes, DB2, IBM DB2 Certified Database Administrator, Microsoft Certified Professional (10+ years) Certifications/Licenses IBM DB2 Data Base Administrator Present IBM DB2 Data Base Administrator Microsoft Certified Professional (MCP) Present Microsoft Certified Professional (MCP) A+ Certified Present A+ Certified

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