

Consultant Consultant Consultant - Avalara/FuelQuest Houston, TX Work Experience Consultant
Avalara/FuelQuest - Houston, TX January 2013 to Present Design and implement supply chain solutions for the downstream energy industry. Participate in the project planning process, providing input on tactics and tasks necessary for a successful implementation. Analyze business processes and requirements for configuring FuelQuest products based on specified requirements and conducting quality validation tasks to ensure product readiness for client use. Collaborate with the project team in development, reviewing, and approving deliverable documents. Communicate and collaborate with a project team to ensure consistency of project reporting, identification of project risks and defining and managing project dependencies. Develop and maintain specific project documents to meet and support project progression and milestones. Collect and analyze client data, as it relates to the product requirements, and identify data gaps and challenges. Participate in project status meetings and discussions with the project team(s) and the customer(s). Educate and train clients on the product throughout the project life cycle. Assist the customer in understanding how the FuelQuest products fit into their environment and processes.

IT Project Manager TriStar Global Energy Solutions - Houston, TX June 2012 to December 2012 Project Sponsor: Steve Burg, Director of Information & Technology at TriStar Global Energy Solutions (Houston, TX) Design and implement a corporate-wide IT project consisting of: Advanced wireless forms for project managers at refinery locations or job sites to process data in real-time to increase overall operational efficiency, as well as improve data accuracy by administrating data entries to reduce user errors via tablets. Improving security by protecting sensitive corporate informational assets by monitoring and managing offsite personnel with live GPS tracking on satellite maps for time keeping and payroll purposes. Training offsite and internal personnel, and scripting user training documentations. Project Sponsor Kirk Michaelis & Bud Harmon, Owners of El Bolillo Bakery LLC - Houston, TX January 2012 to April 2012 Design and implementation of a network infrastructure consisting of: Server room with VPN and cloud backup capabilities. 6 POS terminals with EBT capability. Payroll system with biometric thumb readers. Telecommunication solution with 8 fixed-lines and 10 business class telephones. 2 Surveillance DVR systems with 32

IP-based security cameras. Contingency and disaster recovery plans. Documentations of operational procedures, management of IT security, and IT human resource planning. IT Project Manager C.T. Bauer College of Business - Houston, TX September 2011 to April 2012 Owner Miriam Garcia - Pasadena, TX September 2011 to December 2011 Design and implementation of: Customized e-Commerce web store with product customization features. Point of sale system with accounting and payroll solutions. Integration of e-Commerce web store to physical store in real-time to manage sales, orders, inventory, shipping and customer support. Social media implementation with customized newsletters for internet marketing. Client documentations of potential risk assessments, contingency and disaster recovery plans. Client and staff training of operational procedures, IT best practices and cyber-security strategies. IT Project Manager Responsibilities All team decisions and management of project scope and resources. Design project plan and delegate tasks by setting milestones. Supervise team to successfully complete milestones, through series of tasks. Schedule and facilitate bi-weekly status meeting with team and client. Ensure project deliverable satisfies project scope requirements. Monitor quality control and testing. Education Bachelor of Business Administration in Supply Chain Management C.T. Bauer College of Business, University of Houston - Houston, TX 2010 to 2012 Bachelor of Business Administration in Management Information Systems C.T. Bauer College of Business, University of Houston - Houston, TX 2010 to 2012 Additional Information Proven IT leader with successful management experiences across the IT value chain by supporting customers in multiple industries. Experienced in transforming organizations to support the needs of businesses as they evolve and grow. Excellent written and verbal communicator who effectively maintains relationships with business stakeholders to ensure that IT solutions meet their needs and exceed their expectations. SKILL SUMMARY IT Project Management Business Consulting Network Infrastructure Design Systems Integration Data/Business/Systems Analysis Management of Information Security Operations/Logistics Strategy Development Risk Management, Contingency and Disaster Recovery Planning Project Quality Management Testing/Scripting/Documentation Client Engagement, Billing, and Training Applications

ASP.NET ACT Comet Tracker Adobe Photoshop Belarc Advisor Eclipse IDE FOG Joomla
Kaseya MS Project 2010 MS SharePoint MS Visio 2010 Notepad++ QuickBooks Pro POS v10
QuickBooks Pro 2012 QuickBooks Payroll SAP Spiceworks WordPress e-Commerce ZyTax
Compliance 5 Languages AJAX C#/C++ HTML Java JavaScript SQL VBScript XML
Systems Windows 7/8/XP Windows Server 2008 R2 SP2 Networking Firewalls LANs
Routers TCP/IP VPNs Security ESET VIPRE Business 5.0 Trilingual English Chinese
(Mandarin) Japanese

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