ThisSideOfDead

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Work Experience

Small Company 1 | May 2009 to Present

Commercial Real Estate Enterprise that builds to suite tenants specializing in National / International Oil & Gas Companies. Company also operate a luxury travel agency.

Project Manager | January 2013 to Present

* Directing development of projects valuing over $65,000,000, consisting of over 300,000 square feet of commercial real estate and storage locations.
* Communicate with build to suit to finalize requirements for buildings, office and yards.
* Develop project plans, budgets and time lines based on stakeholder and contractor input.
* Meet with and vet subcontractors, so major stakeholder can make decision on contractors for project.

Leasing Agent | December 2009 to Present

* First contact with prospective tenants of commercial properties.
* Secure leases generating over $1,000,000 annual revenue.

Systems Analyst and Developer | May 2009 to Present

* Created website, with WordPress, to move property portfolio from static Word document.
* Created website, with Drupal, to replace html static site for travel agency.
* Designed and built custom Customer Relationship Management system for travel agency, using MySQL & PHP.
* Develop annual reports for the travel agency to identify high value customers, allowing sales to cultivate profitable relationships.
* Develop monthly revenue report allowing management to focus marketing efforts.
* Developed Microsoft Access database to track lease and building occupancy for commercial real estate.

Big Company 2 | June 2006 to May 2009

Leading manufacturer of power generation equipment for the oil and gas industries.

Information Technology Representative | February 2007 to May 2009

* Directed IT projects at the branch level according to corporate IT policies & procedures.
* Cultivated and supported relationships with local technology vendors.
* Primary contact for corporate IT and corporate telecom departments.
* Onsite Level 1 support for users regarding software, hardware and network problems.
* Developed a system to track computer inventory assigned to branch.

Coordinator I | February 2007 to May 2009

* Coordinated production scheduling based on information from sales department.
* Created jobs in JD Edwards system for fabrication and rebuild departments according to sales delivery dates.
* Used LEAN manufacturing principals and MS Project 2003, working with sales and management to develop process tracking, helping reduce production times by an average of 10%.
* Coordinated parts requirements and delivery for open jobs with parts department.
* Ensured delivery of parts to appropriate technician.

Material Handler | June 2006 to February 2007

* Retrieved requested parts and tools for shop mechanics and salesmen.
* Delivered parts and tools to field mechanics to minimize downtime.
* Assisted with updating invoices and daily office paperwork.
* Maintained service vehicle.

Small Company 3| March 2006 to June 2006

Custom pool builder and pool maintenance provider.

Renovation Supervisor

* Supervised a team of two during renovation of in ground pools.
* Trouble shot any problems that developed during the renovation process.
* Installed, maintained and repaired pool service equipment and plumbing.

**Medium Company 4**|April 2001 to December 2005

Online travel agency that provides air, car and hotel reservations.

Database Administrator | August 2003 to December 2005

* Installed and maintained Windows 2000, XP Operating Systems on 24 servers.
* Installed Microsoft SQL Server 2000 database system and service packages on local and remote mission critical systems.
* Maintained 8 distributed SQL servers for production environment that negotiated 100,000 searches daily.
* Researched and developed data disaster recovery plan using Red-Gate SQL Backup, reducing backup and recovery time by 50% and reduced storage space by an average of 66%.
* Setup and maintained Log Shipping to create a warm data back up using native SQL and Red-Gate SQL Backup.
* Setup and maintained data replication using transaction replication.
* Created automated reports using Data Transformation Services (DTS), Microsoft Excel, and Outlook to supply upper management with monthly sales information.
* Created Stored Procedures to summarize and condense daily affiliate sales data.
* Created DTS packages to maintain data synchronization between SQL 2000 and MySQL servers to update daily outside sales data.
* Used SQL Index Tuning to create new indexes and identify poor performing indexes across servers.
* Used ADO.NET and C# to develop software tools to quickly change database settings to remedy outages from outside vendors that directly affected production websites.
* Used Microsoft Visual Source Safe to control versioning of scripts.

Web Developer | April 2001 to July 2003

* Developed and maintained websites using ColdFusion 5.0.
* Developed and trouble shot affiliate site to support and automate accounting and site development of 5,000 low volume affiliates.
* Responsible for development of private label travel sites including Samsclub.com, Lastminute.com, onetravel.lycos.com.
* Technical contact and advisor for affiliate members to support site development.

**Small Company 5**| October 1999 to April 2001

Local physicians group that operated 8 local medical facilities.

Webmaster / Computer Technician

* Created and maintained websites using HTML, ASP 3.0 and Access Database System.
* Created reports and presentations using Microsoft Office Suite.
* Upgraded and maintained computer systems.
* Trouble shot and fixed user problems.

Education & Certifications

That University, Other Town, Texas

Bachelor of Arts: Economics; December 2010

GPA: 3.82 (Magna Cum Laude), Beta Gamma Sigma International Honor Society, President’s Honor Roll, Dean’s Honor Roll

**That College**, Some Town, Texas

Associate of Science: General Studies; May 2008

Associate of Applied Science: Computer Information Systems with Business Emphasis; May 2002

Dean’s Honor Roll

**CompTIA**

A+ Certified Computer Technician

**Transportation Worker Identification Credential (TWIC)**

Current through September 2020