Jonathan P. Grady

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EDUCATION

Carnegie Mellon University - M.S. Electronic Commerce, 2001   **Pittsburgh, PA**

- Joint program of the Tepper School of Business and the School of Computer Science.
- GPA: 3.84

Ursinus College – B.A., Economics & Business Administration, 1997   **Collegeville, PA**

- Graduated Magna Cum Laude, with Honors; GPA: 3.76
- Inducted into the Tau of Pennsylvania Chapter of Phi Beta Kappa - May, 1997

EXPERIENCE

ExxonMobil/Manpower Professional   **Pittsburgh, PA**
Delivery Processing Specialist (Contract Employee)   *April, 2004 – November, 2004*

- Coordinated the daily delivery of gasoline and diesel to 650 company-branded stations in the Upstate New York and Mid-Atlantic regions.
- Provided support in a call-center environment to all retail service stations in the United States, as well as fleet operations in Upstate New York and the Mid-Atlantic regions.
- Evaluated sales trends and managed fuel inventory levels for retail service stations.
- Trained and mentored new employees on all systems, controls, and delivery objectives.

OnTV Pittsburgh   **Pittsburgh, PA**
Director of Production   *June, 2001 – May, 2003*

- Directed all aspects of the company's website production and web hosting, and managed the company's retail outlet in Pittsburgh, PA.
- Built and administered the company's internal Windows 2000 network.
- Coordinated move of company's servers to a co-location facility, cutting related operating expenses by 50% and eliminating previous causes of downtime.
- Programmed and designed web pages, set up customer email and FTP accounts, and provided technical support to all customers.

Bloomberg L.P.   **Princeton, NJ**
Data Analyst   *June, 1997 – April, 2000*

- Co-managed project with Bloomberg programming departments to automate the entry of mutual fund data: reduced average data entry time by one-third and increased data coverage by 400%.
- Programmed and administered MS Access databases; provided Windows NT desktop support.
- Provided support in a call-center environment to all Bloomberg Portfolio customers.
- Trained new Bloomberg employees on all aspects of the Portfolio product.

COMPUTER SKILLS

- Operating Systems: Windows 95/98/2000/NT/XP, Macintosh, Linux, FreeBSD UNIX.
- Programming Languages: HTML, XML, ASP, ColdFusion, JavaScript, VBA, SQL, Java, Perl.
- Software Packages: MS Office 2000, MS FrontPage, Macromedia Flash, Adobe Photoshop.
- Networks & Related: Apache, IIS, DNS, Sendmail, TCP/IP, Wireless LAN.