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# SYSTEMS ANALYST SKILLS AND CABABILITIES

* Create system requirements, process definitions, business needs, feasibility studies, and user manuals.
* Direct teams that deliver software and systems integration services.
* Proficient with MS Office, Acrobat, Photoshop, Visual Studio, and C # to produce software solutions.

# Education

## Bachelor of Science, Computer Information Systems, Arizona State University

W. P. Cary School of Business, (Tempe, AZ), Expected graduation May, 2014.

# Experience

## Manager, Bearing Point Consulting, Phoenix, AZ - 1997-2006

* Generated software training and user manuals.
* Directed teams that provided software development and integration services.

## Operations Manager, QWEST Communications, Denver, CO - 1980-1997

* Chaired a national forum to standardize telephone processes.
* Developed and implemented process definitions, work flows, organizational structure and staffing for a start-up telephone company.
* Created requirements specifications, business needs and user manuals.

## Staff Sergeant, United States Air Force - 1970-1980

* Deployed, operated, and repaired microwave radios.
* Instructed Radio Relay courses.

# Organizations and Community Service

* ASU DISC Club (Department of Information Systems Club)
* ASU Veteran’s Club
* Disabled American Veterans – Life Member
* Elementary School volunteer