

Christina D. McDonnell

(314) 732-5782

christinamcdonnell@ymail.com
www.linkedin.com/in/ChristinaMcDonnell

SUMMARY OF QUALIFICATIONS

Information Technology/Accounting/Administrative/Managerial professional. Looking to utilize a blend of my various skillsets in a position with a strong people focus. I am particularly interested in helping others develop their potential. Eager to learn, teachable, punctual, and honest. Active listener, thorough and dependable. Follow up on details for appropriate and satisfactory solutions with letters of commendation from users. Quality is a top priority. Looking for a growth opportunity.

BUSINESS & TECHNICAL SKILL SETS

Team Leader, Technical Services Manager, Project Manager, Senior Software Engineer, Systems Analyst. Experienced technical and business liaison; work well with all levels of management and customers.

Management tools: MS PROJECT, MS OFFICE, PROJECT WORKBENCH

Microsoft Publisher, Microsoft PowerPoint, Microsoft Word, Microsoft Excel, QuickBooks

UNIX: C, SQL, INFORMIX SQL, INGRES (4GL & QUEL & EQUQL),

UNIX and multi OS environments: ORACLE, ORAPERL, TIVOLI TME 10, PEOPLESOFT Tools I & II

PLATFORMS: SUN, RS6000, ATT, PYRAMID, NCR, SOLARIS, IBM PC, IBM eCMS

PROFESSIONAL EXPERIENCE

MHS Legacy Group, Inc., St. Louis, Missouri

May 2015 – present

Accountant,

Accounts Payable, Payroll (union employees), Audit prep, Data Research, Document processes.

St. Thomas Holy Spirit Lutheran Church, St. Louis, Missouri

March 2014 – April 2015

Administrative Assistant,

Responsibilities included design and production of a monthly 20 page plus newsletter, a weekly 4 page newsletter, 3 different bulletins, and various flyers; payroll entry into an online vendor system and into QuickBooks ordering supplies, scheduling facilities, answering the phone, administering an emergency food closet, coordinating volunteers, mailings, various record keeping activities, receiving, setting appointments, and customer contacts.

Kholster, St. Louis, Missouri

August 2008 - April 2013

Administrative Manager

Assisted with various aspects of family business, including product design, marketing, ordering, shipping, receiving, setting appointments, and customer contacts.

Home Educator, St. Louis, Missouri

January 1999 - August 2012

Taught grades preschool through seventh. Researched curriculum, purchased educational supplies, planned, taught, and kept records.

Mercantile Bank, St. Louis, Missouri

March 1998 - January 1999

Manager

Managed a team of 5 responsible for development of mortgage applications. Oversaw maintenance and conversion of mortgage software. Resolved mortgage payment data discrepancies for branch offices.

Christina D. McDonnell

(314) 732-5782

christinamcdonnell@ymail.com
www.linkedin.com/in/ChristinaMcDonnell

Boeing, St. Louis, Missouri

April 1997 - March 1998

Project Manager :

Managed a team of 6 – 8 members responsible for development of human resource applications using PeopleSoft. Scheduled, monitored, and provided status on multiple projects. Coordinated with other development teams and user organizations. Obtained training for team members.

Blue Cross Blue Shield, St. Louis, Missouri

December 1996 - March 1997

Project Manager :

Responsible for the evaluation of Tivoli TME 10 software. Managed assessment team responsible for evaluating the following Tivoli modules: User Administration, Software Distribution, Inventory, and Event Fault Monitoring. Maintained issues database and provided status updates to management.

Children's Hospital, St. Louis, Missouri

May 1996 - November 1996

Programmer/Analyst :

Member of a team responsible for developing a patient record database in C. Responsible for reverse engineering existing code to develop data specifications and create data flow diagrams.

Strata Group, St. Louis, Missouri

October 1994 - April 1996

Manager Technical Services and Maintenance:

Managed 23 -12 programmer analysts on telephony systems development and 11 technical support employees.

Tasks included:

- Monitored the work of multiple analysts and performed the hiring of technical professionals.
- Planned software installation and maintenance releases.
- Developed statistical tracking methods to determine status of projects.
- Developed quality processes for teams to follow
- Performed the design, coding, and implementation of telecommunications telephony software systems using C, UNIX and ORAPERL (a shell script language interface to ORACLE)

Venture General Headquarters, St. Louis, Missouri

January 1993 - October 1994

Senior Software Engineer:

Performed the design, development, implementation, maintenance and support of warehouse distributions using C, SQL, Informix, and UNIX. Designed and developed hand held bar code scanning systems using C and UNIX

Southwestern Bell Telephone Company, St. Louis, Missouri

November 1987 – January 1993

Systems Analyst

Lead Programmer for development, maintenance, support, and database administration. Interfaced with users and helped prepare sales presentations. Gathered user requirements, designed, and produced 4GL user interface. Took a non-working reporting application and gathered requirements, fully automated the process to monitor data availability and report errors, reworked Ingres database design with appropriate tables and indexing, wrote automated tools to monitor and gather data from machines spread across 7 states, as well as, a monthly data feed from another in-house system, wrote scripts to load the data and generate standard reports for decision making regarding a \$53 million dollar rehab budget

EDUCATION

BS Computer Science and Mathematics, Southeast Missouri State University.