

# Michael Clark

## Project Manager - Community Action Agency of St. Louis County

O'Fallon, IL - Email me on Indeed: [indeed.com/r/Michael-Clark/807a313f7592b55f](https://www.indeed.com/r/Michael-Clark/807a313f7592b55f)

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### **Project Manager**

Community Action Agency of St. Louis County - St. Louis, MO - 2015 to Present

Performed workstation setups for new employees and computer upgrades. Performed routine help desk functions. Maintained Windows 2012 and 2008 servers to include active directories. Worked on development of PSA presentations. Designed and Maintained WordPress web site. Utilized google analytics on website. Maintained Shoretel phone system. Maintained Outlook 365 administration.

Technologies utilized: Micorsoft Windows Servers 2008 and 2012, Microsoft Office Word/Excel/Outlook/Access/  
Publisher/Power Point), MIS/Docuware/NEAT Databases, Website Design Software, Business Analysis and Project Manager

#### **Director of Training/Project Manager/Database Administrator/Business Analyst and IT Director**

Environmental Safety Training Center - St. Louis, MO - 2011 to 2015

St. Louis, MO 2011 to 2015

Director of Training/Project Manager/Database Administrator/Business Analyst and IT Director  
Managed company wide IT functions (computer tech support, company web development and design, database administration, network security). Maintained web site. Managed marketing and promotional material.

Technologies utilized: Microsoft Office (Word/Excel/Access/Outlook/Publisher/Power Point), Quickbase Database, Website Design Software, Business Analysis and Project Manager

#### **Director of Training/Project Manager/Database Administrator**

Safety Technologies & Solutions - St. Louis, MO - 2011 to 2011

Managed company wide IT functions (computer tech support, database end user).

Technologies utilized: Microsoft Office (Word/ Excel/Outlook/Power Point), Database and Project Manager

#### **Project Manager/Database End User**

ATC Associates Inc - Arcadia, CA - 2003 to 2011

Managed projects and maintained company database as an end user

Technologies utilized: Microsoft Office (Word/Excel/Access/Outlook/Power Point) and Database

#### **Project Manager/Database End User**

CTL Environmental Services - Harbor City, CA - 2001 to 2003

Managed projects and maintained company database as an end user

Technologies utilized: Microsoft Office (Word/Excel/Outlook), Database and Project Manager

### **Bioenvironmental Engineering Technician - United States Air Force**

375 Medical Group - Scott AFB, IL - 1996 to 2000

Former Security Clearance

Managed projects and maintained databases as an end user

Technologies utilized: Microsoft Office Suite (Word/ Excel/Outlook), Database and Project Manager

### **EDUCATION**

#### **Masters of Science in Management of Information Systems**

University of Phoenix - Phoenix, AZ

#### **Bachelor of Science in Criminal Law**

University of Dayton - Dayton, OH

### **SKILLS**

Microsoft Office Suite (Word, Outlook, Excel, Powerpoint, Publisher) (10+ years), Wordpress (6 years), Acrobat Professional (10+ years), Account Management (10+ years), Business Analysis (4 years), CSS (3 years), Data Analysis (2 years), Network Administration (2 years), Project Management (7 years)

### **MILITARY SERVICE**

Service Country: US

Branch: Air Force

Rank: Senior Airman