John Thomas Martin

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Objective

Seeking an opportunity to apply my talents toward a school, company, or museum's mission and achieve greater, mutual success.

Ability Summary

- 14 years in fundraising administration
- 12 years database SQL experience including Oracle PL/SQL and website development.
- Programming skills: HTML, CSS, SQL, JavaScript
- Microsoft skills: Access, Excel, PowerPoint, PowerShell, SharePoint, Word
- BI tools: Crystal Reports, Git Bash, Tableau Desktop, Visual Studio Code, PL/SQL Developer

Employment History

02/2008 – 01/2020 **Information Technology Specialist**

Smithsonian Institution, Washington, DC

- Performed a crucial role in raising $1.88 billion for the Smithsonian Campaign.
- Designed and developed website-based reporting requiring the creation of stored procedures, packages, custom views, and tables for the pan-institutional fundraising database.
- Built and maintained website applications and forms using ANSI standard PL/SQL, HTML, CSS & JavaScript code to satisfy development community data requests and enhancements.
- Developed technical specification documents and test plans for new reports and bug fixes – all in compliance with Smithsonian directives and government appropriations.
- Improved data quality by troubleshooting and reconciling gift data anomalies and provided entity merge support during new software conversion.
- Provided consistently accurate membership revenue and congressional district reports.

- Trained advancement staff on SI's standard procedures for using and coding for the fundraising database software.

11/2004 – 01/2008   **Operations and Grants Manager**
Generations United, Washington, DC

- Provided IT and network server support including setting up workstations, new email accounts, troubleshooting computer and mobile device systems issues.
- Prepared monthly accounting statements and quarterly financial reports for board members and executive leadership.
- Supported membership appeals and provided quarterly membership reports.
- Prepared bi-weekly payroll and other human resources duties including health insurance documentation and all non-profit tax and insurance compliance documentation and accounts payable.
- Processed donations and banking, accounts reconciling, and deposits.

Education History

Music
Bachelor's Degree, *cum laude*
Columbus State University, Columbus, GA

Occupational Licenses, Certificates and Training

12/2020	JavaScript Advanced Certification Course	Google Developers
12/2020	HTML Advanced Certification Course	Google Developers
09/2020	CSS Certification Course	Google Developers
08/2020	SQL Certification Course	Google Developers

References Available on Request