

**John Thomas (JT) Martin**  
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## SUMMARY

IT professional with 14 years in fundraising administration and 12 years database SQL experience including Oracle PL/SQL programming and website creation and maintenance.

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## COMPUTER SKILLS

### Languages

- Oracle PL/SQL, HTML; CSS; JavaScript

### Software

- Visual Studio Code, PL/SQL Developer, Ellucian Advance, Tableau Desktop, Crystal Reports, Sage Millenium, Microsoft Access, Excel, Outlook, PowerPoint, and Word; QuickBooks

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## EXPERIENCE

### IT Specialist - Applications/Software

2008 - 2020

#### *Smithsonian Institution*

- Primary responsibilities include design and development of website-based reporting (requiring the creation of procedures, packages, custom views, new tables, indices, and the building of web applications and forms) using ANSI standard PL/SQL 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.
- Provided gift data clean-up, troubleshooting and entity merge support for Smithsonian's major fundraising database conversion implementation. Provided consistent membership revenue reports.
- Trained staff on SI's standard procedures regarding coding for website fundraising reporting.

### Operations Manager

2004 - 2008

#### *Generations United*

- 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. Also supported membership appeals and provided quarterly membership reports.
- Prepared bi-weekly Payroll and other human resources duties including all non-profit tax and insurance compliance documentation and Accounts Payable.

### Senior Accounting Manager

1991 - 2002

#### *Dowling Associates, Inc.*

- Fully implemented a Microsoft Windows® accounting system software conversion using Wind2 Financial Accounting. Designed a normalized coding system to use with Payroll to automate the billing cycle.
- Prepared monthly accounting statements for shareholders and accounts receivable invoices and statements for all business clients.
- Prepared contracts and tax documentation in support of corporate business practices. These included Requests for Proposals and Federal and State (Caltrans) Minority and Small Business Enterprise compliance.

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## EDUCATION

### Columbus State University

1988

Bachelor of Music, *cum laude*