

GLOBAL TRADE COMPLIANCE BUSINESS SYSTEMS ANALYST

Core Qualifications

- Expertise teaching Microsoft Office Suite Strong analytical skills
- Proven aptitude for creating curriculum in both online and in-class formats Exceptional writing abilities
- Significant knowledge of Hypertext Markup Language (HTML) Superior communication skills
- Broad knowledge of the Systems Design Life Cycle Excellent organizational skills
- Specialize in data modeling and systems design Clear understanding of diversity in business

Professional Experience

01/2013 to Current

Bickford Senior Living

- Used innovative teaching methodologies, outstanding communication skills and Canvas Learning System to successfully teach and foster understanding of the following skills:.
- Advanced (Relational) Database Structured Query Language (SQL).
- Systems Design Life Cycle Diversity Issues in Business.
- Database Development Team development and management.

01/2013 to Current

Bickford Senior Living

- Created new curriculum for online and in-class Systems Analysis and Design course using Canvas Learning Management System.
- Used innovative teaching methodologies, outstanding communication skills to successfully teach and foster understanding of the following skills:.
- Structured Query Language (SQL) Analysis of processes and data flows.
- Advanced Access (Relational) Database with VBA Systems Design Life Cycle.
- Database Development Team development and management.

01/2007 to 01/2013

GLOBAL TRADE COMPLIANCE BUSINESS SYSTEMS ANALYST Marquette University

- Used my extensive understanding of Microsoft Office products, knowledge of HTML, ability to learn new skills and organizational and process modeling talents to: Analyze existing Microsoft Export Control Classification Number (ECCN) inquiry processes and create a tracking system which included designing and constructing a database, producing pivot tables and charts, and generating various reports using MS Access, MS Excel and MS Projects Update and maintain Microsoft Cryptographic Signature Process (CSP) tracking system and create extensive biannual report required by U.S.
- government using MS Access Gatekeeper for Microsoft CSP signings requiring verification of individuals and companies as to their export status with regard to international trade Deal directly with external and internal Microsoft customers with ECCN inquiries by doing research on products to find if an ECCN exists and if it did not exist, help Trade Manager to determine ECCN designation Document and update numerous existing Microsoft processes using MS Visio Update and maintain Microsoft Exporting website using HTML and preexisting JavaScript Use SAP to analyze and release or escalate Microsoft blocked international orders Use SharePoint to create and maintain several document management systems Use SharePoint to move an antiquated system to a custom-made SharePoint structure and sustain and update system on a regular basis Take on new challenges and special projects as needed.

01/1997 to 01/2006

ADJUNCT PROFESSOR Edmonds Community College

- Created new curriculum for numerous classes, produced new online classes using BlackBoard Learning Management System.
- Used outstanding communication skills to successfully teach and foster understanding of the following skills: Intermediate and Advanced MS Office Suite Computer Concepts Database Development Team development and management Structured Query Language (SQL) Analysis of processes and data flows Hypertext Markup Language (HTML) Advanced Access (Relational) Database with VBA Accomplishments Developed and taught numerous online classes using BlackBoard /Canvas Learning Management Systems.
- Taught technology classes for two years at Monroe State Men's Prison The ability to continually learn new information in order to be able to teach the most current technology and concepts.
- For six years, used my broad range of communication skills as a volunteer teacher's aide helping teach drama and communication classes at a high school in southwestern Washington.

Education and Training

2008

Master of Education Jones International University GPA: Graduated Summa cum Laude Graduated Summa cum Laude

2003

Bachelor of Science : Management University of Phoenix GPA: Magna cum Laude Management Magna cum Laude

1998

Associate of Technical Arts : Computer Information Systems Edmonds Community College GPA: Magna cum Laude Computer Information Systems Magna cum Laude

1997

Network Technology Certificate Edmonds Community College

Skills

analytical skills, Canvas, charts, communication skills, data modeling, Database, Database Development, designing, document management, government, HTML, Hypertext Markup Language, JavaScript, Access, MS Access, MS Excel, Microsoft Office Suite, MS Office Suite, Microsoft Office products, SharePoint, Network, organizational skills, organizational, pivot tables, processes, process modeling, producing, research, SAP, SQL, Structured Query Language, Systems Analysis and Design, Systems Design, teacher, teaching, Team development and management, Visio, VBA, website