# **Profile**

Mobile Applications Development Student, expected graduation May 2016, and recent MBA graduate with a unique mix of technical skills, people skills, and business experience. Experience includes over 10 years of small business financial management innovating processes and policy to reduce cost and maximize efficiency and being a member of a team in many roles from leadership to team member. Seeking a career change to an Information Technology Career.

# **COMPUTER science languages, frameworks , and sdk’s**

Objective C

Swift

Java

XML

SQL

PHP

HTML

CSS

JavaScript

AJAX, JSON, CORS

Visual Basic

Xcode

Android Studio

Responsive Web Design

Bootstrap

GIT Source Control

Social Media Frameworks

# **Business skillset and programs**

QuickBooks Expert

MRP Systems

Microsoft Office

Microsoft Access

Data Mining and Report Creation

MRP and Accounting Information Systems

Complex Multistate Payroll Administration

Payroll Tax and Union Reporting Expert

Human Resources and Healthcare Benefits Administration

Workers Compensation and OSHA Compliance

# **Education**

**Bishop Rosecrans High School**

*Diploma*

1991

**Kent State University**

*Bachelors of Business Administration in Accountancy*

2000

**Malone University**

*Masters of Business Administration*

December 2015

GPA: 3.55/4.00

**Stark State University**

*Associates of Applied Science in Mobile Applications Development*

Expected Graduation Date

May 2016

GPA: 4.00/4.00

# **Employment**

**The Bistro at Gervasi Vineyard**

Server

5/2010 to Present

* Began as one of the original employees of the organization as a weekend only employee while working at American Road Machinery. Was promoted to one of the five full time servers after my layoff from American Road.
* I am a key factor in delivering a superior guest dining experience that makes Gervasi known for its outstanding quality.
* One of the top ten salespeople in company and leader in customer satisfaction though customer reviews, emails, and phone calls.
* My position requires me to successfully be a part of a team that works together in a high stress environment on a consistent basis with zero margin for error.

**The American Road Machinery Company**

Accounting Manager

4/2009 to 10/2013

* Primary responsibility was to maintain the financial and administrative operations of the business reporting directly to the Vice President of Operations for a small manufacturing company in Minerva, Ohio. Secondary responsibility was to be the company nerd. If no one else could figure it out ask Rob.
* Redesigned all administrative aspects of the company. Prior to my employment, the company had 1980’s technology and no reliable systems, Management costs and financial data, and access to job data. Over the tenure of my employment I was responsible for implementing a new computer network and all new systems of using the network as a tool, phone systems including mobile work options, accounting, tax, and payroll systems. I was brought in as a change agent from a struggling family business to a professional organization under the leadership of the new CEO and Vice President of Operations.
* Implemented a new Workers Compensation, Unemployment, and Safety policies and procedures resulting in a dramatic reduction of injuries and HR costs. I saved the company over $500,000 in workers compensation premiums and other administrative cost and created systems to keep the costs under long term control.
* Because we were a small company that underwent expansive growth I managed the accounting operations, but primarily spent most of my time on making technology work as a tool for the company, tax reporting, OSHA compliance, workers comp, and health care administration.
* Was in the process of implementing a full MRP System and inventory control process in the plant before an economic downturn forced the company to lay me off and restructure its management.

**Apollo Roofing, Inc.**

Controller 2002 to 2007

# **references**

**Matthew Valentine**

Former Vice President of Operations

The American Road Machinery Company

Direct Supervisor at American Road

330-205-2802

**Monica Bowe**

Bistro Operations Manager

The Bistro at Gervasi Vineyard

Direct Supervisor at Gervasi Vineyard

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**Melissa Barthel**

Former Staff Accountant

The American Road Machinery Company

Direct Report at American Road

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**Valerie Myers**

Former Professor of Mobile Applications Development

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Technical Architect at Salesforce Marketing Cloudvalweeeeee@gmail.com

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