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| **Stephen B. Kent** | 735 College street, woodland  ca 95695  stephen.b.kent@sbcglobal.net  (530) 848.9220 | |
| **OBJECTIVE**  Seeking a fulfilling IT position that utilizes my broad range of IT, management and superior people skills.  **EDUCATION**  **BS – Business Administration** August 1976 – June 1980  **Alfred University**, Alfred, NY  **EXPERIENCE**   |  |  | | --- | --- | | **Network Support/Programmer Analyst**  **Document Fulfillment Services**, West Sacramento, CA | November 2006 – Present |   Perform network support functions for 20 users. Work with customers to design programs to manipulate, format & output customer data for statements, invoices and other financial documents. Worked under aggressive timelines during peak times of month depending on changing data file formats & customer requirements. Successfully lead the company in implementing processes and procedures to pass an audit conducted by the County of Sonoma, Sonoma, CA. Developed an internal website using MS Frontpage and MS Sharepoint.   |  |  | | --- | --- | | **Manager – Information Technologies**  **Arcadia Biosciences, Inc.**, Davis, CA | March 2004 – November 2006 |   Reported to the CFO. Managed 1 FTE and several outsourced support technicians in all aspects of computer-related hardware and software support for 70+ users across 4 geographic locations. Responsible for annual operating and capital budgeting.   |  |  | | --- | --- | | **Independent Consultant/Contractor**  Davis, CA | 2002 - 2004 |  |  |  | | --- | --- | | * Website development * Get Tutored, Inc. – Falmouth, MA * Heron Technologies LLC – Sacramento, CA | * Web-based newsletter development * Sacramento Area Commerce and Trade Organization (SACTO) – Sacramento, CA | | * Program development * KLEIN Educational Systems – Davis, CA | * Helpdesk Technician – UC Davis, Davis, CA * Architects & Engineers – UC Davis |  |  |  | | --- | --- | | **Manager – Information Technologies**  **Calgene, LLC – a Monsanto Company**, Davis, CA | 1995 – 2002 |   Reported to the Division President. Managed 7 FTE’s in all aspects of computer-related hardware and software support for 400+ users across 5 geographic locations. Responsible for annual operating budget of $2M+ as well as a $200K capital budget.  **Systems Administrator, Xxxxxxxxxxxxxxxx** January 2000 – March 2002  **Company Name**, Any City, Any State  *<<<<< Add blurb here >>>>>*  **ACTIVITIES & AWARDS** | | **Skills**  MS Office  MS Sharepoint  SQL |