GLORIA BRADFORD

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EXPERIENCE

Dec 2017 to Jan 2022
Metamorphosis Outreach Empowerment Center, 1018 Missouri Ave, Suite 7, St. Robert, MO 65583

Church Administrator and Executive Assistant to Church Pastor
- Project manager for numerous church events, charitable fundraisers, and community giveaways, i.e., Church in the Park, Cancer Awareness Banquet and produce box giveaway in 2020
- Point of contact for all technology issues, such as network failures, software upgrades, website rebuild, training, and purchases.
- Created website for Fill-up For Hope
- Implemented email campaign to communicate weekly with congregation
- Facilitated monthly meetings with church leaders and prepared minutes for Pastors
- Represented the church as the Pulaski County Community Network Coordinator by facilitating monthly meetings.

Dec 2016 to Jun 2017
Hamilton Properties Corporation, 3226 S Culpepper, Springfield, MO
Residential Property Manager of Skyview Heights Apartments, 501 Skyview Heights Dr, Waynesville, MO

Property Manager
- Prepare Tax Credit documents for new tenants and annual recertifications
- Qualify prospective tenants with credit and background checks according to Tax Credit guidelines
- Prepare tenants and complex infrastructure for state inspections
- Resolved tenant disputes or complaints
- Supervise maintenance technician

Aug 2011 to Nov 2012
NCS, AmeriCorps VISTA, Waynesville R-VI School District, 200 Fleetwood Drive, Waynesville, MO 65583

Community Liaison/Data Analyst
- Created and designed a Filemaker database application to meet the government's specifications for reporting at-risk student data. The application was web-enabled and saved time on administration which ultimately freed up more time for the AmeriCorps mentors to spend with the students.
- Launched fundraisers to support hunger prevention and child literacy programs
- Create flyers, emails, and television materials to promote programs

Nov 2005 – Mid/2013
GAB Data Solutions, Waynesville, Missouri 65583 (freelance)
- Computer Repair Work
- Developed subscription version of mentoring application called SureStep Monitor
- Improved the software by adding behavioral and discipline modules to the mentoring software
- Created video training for SureStep Monitor
- Build WIX website and package software for downloads

Jan 2005 to Jul 2010
Wordspeed, Inc., 200 North Dearborn St., Chicago, Illinois 60610
Temp Service

Legal Secretary
- Draft letters to clients, appearances, certificates of service, notices of filing, subpoenas, etc. for attorney's signature
- Manage attorneys' calendars including court appearances, client meetings and conferences
- Type legal documents such as briefs, wills, interrogatories, PI claims, trusts agreements and preprinted court forms

Mar 1997 to Nov 2004
National Equity Fund, 120 South Riverside Plaza, Chicago, IL 60606

Systems Analyst (05/2002-11/2004)
- Report writer using Crystal Reports and SSRS reporting.
- Write SQL queries to support the web development team.
- Modify existing queries to improve database performance.
- Meet with Finance, Asset Management, and other department heads to discuss their reports requests.
- Discuss business rules, review documents, interview contacts and otherwise gather requirements from clients' and investors regarding changes to the database.
- Analyze modifications to the database for performance issues.
- Create stored procedures to minimize access to the underlying database and to simplify reporting efforts.

Desktop Support Analyst (*07/2000 - 05/2002)*
- Respond to systems crashes and implement solutions to reestablish operations.
- Assist end user with computer problems and network connectivity issues.
- Installed backend equipment such as switches, hubs, and routers.
- CompTIA A+ certified technician and custom built over 40 workstations that were used for 4 years.
- Repair, maintain, analyze, troubleshoot, and replace desktop computers.

Executive Assistant 04/1997 – 05/2002
- Executive Assistant to Chief Information Officer and Vice President of Investor Relations
- Make travel arrangements and manage executives' calendars
- Maintain employee records including benefits files and performance reviews
- Consult with clients and investors regarding their database reporting requirements
- Plan board meetings in Chicago and New York including traveling to New York to coordinate those efforts
- Monitor IT department budget and negotiate contracts with computer vendors
- Purchase hardware and software for the corporation and maintain database of inventory
- Develop training materials and conduct classes on new software installations
- Assist end users with computer problems

EDUCATION AND TRAINING

➢ Current Studies: Scrimba Frontend Developer course started March 2021
➢ Adobe InDesign Essentials Certificate 5/22
➢ Responsive Web Design Essentials Certificate 1/2022
➢ DePaul University SNL – August 2002 to November 2006, GPA 3.38/4.0, Institute for Professional Development, Database Technologies Program