**GLORIA BRADFORD**

**1940 Historic 66 W, Apt. 709**

**Waynesville, MO 65583**

**(573) 433-6594**

*gloria\_bradford2@yahoo.com*

**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