

# VELDA MARTIN, MIS, MA

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## Professional Summary

Proven Computer Information Systems with strong skills in operations, web development, education, team building, training, and oversight; capable of developing and directing staff ensuring assignments are completed within given timelines and meet expectations. Skilled communicator who excels in improving efficiencies, customer relations, and forecasting.

## Areas of Expertise

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|----------------------|---------------------------|----------------------|
| ▪ Web Master         | ▪ Troubleshooting/Testing | ▪ Automation         |
| ▪ Coding/Programming | ▪ Time Management         | ▪ Program Management |
| ▪ Analytical         | ▪ Decision Making         | ▪ Strategist         |

## Core Competencies

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|---|---|
| ▪ Over 10 years' experience in leadership roles utilizing information technology infrastructures                              | ▪ Master Degree in Information Systems      |
| ▪ Systems oversight and development   | ▪ Master Degree in Management               |
| ▪ Adjunct Instructor of switch, gateway, router, vlans, firewall configurations, and VMWare, and other software installations | ▪ Bachelor Degree in Information Technology |
|   | ▪ Six Sigma Green Belt                      |

## Professional Experience

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### Co-Manager

June, 2011 - Present

Dreams of Millions  
Beavercreek,  
OH

- Designed and developed and implemented Dreams of Millions, Inc and external client web application using HTML and CSS and JavaScript:
  - [Dreams of Millions, Inc](#)
- Management and education. Resulting in 5 clients obtaining employment/enrolling in educational program to advance their careers
- Supervising all staff with 82% success rate moving clients into their career paths
- Partner with local JFS of Greene County to develop employment and entrepreneur skills and job retention and for clients
- Manage budget and network with community partners

### Web Application Developer

October, 2015 – October, 2016

ISSG, Inc  
Springboro,  
[OH](#)

- Designed dot net web applications for a mid-size company
- Utilized C# language JavaScript and jQuery, ajax language coding languages to build interfaces between the Front-End web application and Back End server using oracle sql database objects
- Built reports, ran studies, and projected timelines
- Built use case documents for testing applications and database change and functionalities

### Software Developer

December, 2014 – March, 2015

Aero Fulfillment Services  
West Chester,  
OH

Built out client specific reports utilizing Crystal Reports

- Interfaced regularly with clients and worked heavily using Microsoft SQL to build objects for querying

## Web Application Developer

Verizon Wireless  
Hilliard,  
OH

February, 2014 – November, 2014

Built out backend, focused primarily on automation of the website

- Utilized VB, language and libraries and libraries to build interfaces between the Front-End web application and Back End server

## Programmer/ Developer

Techmetals  
Dayton,  
OH

September, 2013 – November, 2013

Performed network administrator duties as assigned

- Created Tech metals new employee accounts working with Microsoft Exchange Server Moodle and Active Directory
- Generated Microsoft Exchange Mail Accounts
- Worked with Mail Traq Email Account to create mailboxes for new employees using SMTP
- Worked with Active Directory to create Exchange Contact Techmetals DotNet
- Using System Manager to add employee to Global Distribution and Security Groups
- Developed folders for new employees on Techmetals Fileserver

## Adjunct Instructor - Information Technology

Brown Mackie College  
Cincinnati,  
OH

September, 2011 – September, 2013

- Empowered graduates to attain entry level skills as support specialist, help desk or project manager within a business Information Technology infrastructure.
- Designed curriculum to instruct on information technology.
- Instructed students in many facets of IT.

### Courses Taught

Information Technology| Networking Fundamentals | Task Analysis and Project Management| A+ Certifications  
|Ergonomics and End User Support | Microsoft Office Suite 2013

## Education

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### Master of Information Systems

Strayer University  
Fairborn, Ohio

### Bachelor of Information Technology

Wilberforce University  
Wilberforce Ohio

### Master of Management

Antioch University-MacGregor  
Yellow Springs, Ohio

### Six Sigma Green Belt

Delphi Automotive Systems  
Kettering, Ohio

## Technical Experience

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### Program Language/Libraries

C#.net, VB.net, jQuery, JavaScript

### Database

Oracle PL/SQL and Microsoft SQL

### Server

SQL Server 2012

Interface Windows 10

### Versioning

SVN, GitHub. Vault

### WCF and Web Service

Soap, and XML format

### Protocol

HTTP and SMTP

CRM Software- Microsoft 365

### Web Framework

Asp.net application services

### Development/Report

Windows and Web Applications

Crystal Reports

### Software

Command Prompt, Windows, Linux