

John Repko, PMP, MCP - Resume

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EXCEPTIONAL PROJECT LEADERSHIP

PROGRAM/PROJECT MANAGEMENT ■ ENTERPRISE IMPLEMENTATIONS ■

- **Experienced Program, Project & Team manager, successful leading all phases of diverse technology projects;** PMP, MCP credentials; Industrial Engineer; Director/Owner of award winning consulting firm and a decorated Logistics Officer in the USMC.
- **Business leader and strategist;** planned and managed multimillion-dollar projects aligning business goals with technology solutions to drive process improvements, competitive advantage and bottom-line gains. Experienced with Cloud, On-premise and Hybrid solutions and knowledgeable about where each fit best in corporate IT strategy.
- **Effective communicator;** leverage technical, business and financial acumen to skillfully communicate with client executives, peers and team members.
- **Expert in both agile and traditional project management methodologies.** Flexible and adaptable to manage projects in a manner that best fits corporate strategy and policies, introducing positive change incrementally and without disruption.

Skills Summary

Program/Project Management:

System Migrations/Integrations
Enterprise wide Implementations
Custom Software Development
Database Design (RDBMS)
Systems Engineering

IT Project Lifecycle:

Agile / RUP / Waterfall
Requirements Analysis
Costing & Budgeting
Project Scheduling
Testing/QA/Rollout/Support

Value-Added Leadership:

Cross-Functional Supervision
Team Building & Mentoring
Client Relations & Presentations
Business & IT Planning
Vendor Management

Career Highlights

Independent (Gainesville, GA), **IT PROJECT MANAGER & ANALYST**, 2015 to Present
RDA Corporation (Alpharetta, GA), **SENIOR PROJECT/PROGRAM MANAGER**, 2006 to 2015
Micro Endeavors, Inc. (Upper Darby, PA), **OWNER/IT DIRECTOR** 1994 to 2006
Mellon Bank Corporation (Pittsburgh, PA). **IT PRODUCT MANAGER** 1991 to 1994
United States Marine Corps (Albany, GA). **LOGISTICS OFFICER** 1984 to 1990

Credentials

Certifications

- ◆ PMI Certified Project Management Professional (PMP)
- ◆ Microsoft Certified Professional - Analyzing Requirements and Defining Microsoft .NET Solution Architectures
- ◆ Microsoft Certified Professional – .NET; Proficient in C#, SharePoint, Azure, SQL Server, ASP.Net

Education

- ◆ Bachelor of Science, Industrial Engineering, University of Pittsburgh, 1984
- ◆ Numerous technical IT training courses across a broad spectrum of technologies
- ◆ USMC: Logistics Officer Training School & Instructional Management School

John Repko, PMP, MCP (resume page two)

Representative body of work (detailed abstract of all Projects available)

Program Manager, Walgreens/Greenway Medical Technologies – Electronic Health Record system

- ◆ Program Manager responsible for development of an Electronic Health Record (EHR) system for the leading Retail Pharmacy in North America. Led a large multi-company team of PMs, Architects, DBAs and Developers on a 3-year agile development process that culminated in a successful phased rollout of infrastructure, servers, software & training to over 8,000 stores across North America.

Program Manager, West Pharmaceuticals – Shop Floor Apps/SAP Integration

- ◆ Program Manager over a multi-company team of PMs, Architects, DBAs and Developers on a 2 year enterprise integration of 62 shop floor subsystems with SAP. Tasks including refactoring and new development for a major Pharmaceutical products company. The end result was a completely modernized infrastructure, a best practices application architecture, comprehensive management of source code, and a single database schema common to all eight plants across North America with no loss of traceability for audit and regulatory requirements.

Senior Project Manager, Synthes (USA) – JD Edwards/SAP BizTalk Integration

- ◆ Led joint development effort to integrate processing of purchase orders and sales orders between the U.S.-based JD Edwards system and the European based SAP system. Custom interfaces and adapters were developed to map inventory ID numbers and incorporate state management for long running transactions. Alerts and server status are monitored through an implementation of Microsoft Operations Manager. Dual BizTalk Servers were implemented to provide fail-over and load balancing features. Delivered knowledge transfer training to customer IT staff including creation of custom curriculum.

Senior Project Manager, GreenCourt Legal Technologies – Electronic Case Filing System

- ◆ Project Manager responsible for the development of an Electronic Legal Record filing system for the Superior Courts in each county of the state of Georgia. Led a multi-company team of Architects and Developers on a Disciplined Agile development process to service 159 counties. Built entirely on Microsoft Azure technologies, this system provides a standards-compliant, statewide electronic filing system for Georgia's trial courts. Significant rollout challenges were overcome as each Counties Court Infrastructure and interfaces were unique with no standardization until this initiative was implemented.

Program Manager, Springleaf Financial Services – Loan Systems Modernization planning and activation

- ◆ Program Manager responsible for laying the groundwork for Springleaf (SLFS) to commence modernization of their core lending systems architecture. A comprehensive review and roadmap was completed for originations, servicing and collections / loss mitigation. Led a team of Architects and Business Analysts to generate an iterative modernization plan.

Senior Project Manager, Babcock & Wilcox (USA) – SharePoint Enterprise Implementation with Executive Dashboard and Portal Applications

Project lead for a multi-company team implementing a complete intranet replacement for 2,400 users.

Established best practices and completed development of a five-server farm topology, a migration of existing Intranet in SPPS 2003 and ASP.NET to SharePoint, rebranding with custom style sheets and master pages, implementation of Enterprise Search across file shares and SharePoint repositories, generation of business data catalog connections for integration with SAP and SQL Server, and development forms based Work Flow applications.

John Repko, PMP, MCP – Detailed Program/Project Abstracts

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RepkoSolutions
Project Manager, CEO
07/2015-Present

Senior Project Manager, TESSCO Technologies – Retail & Commercial Website refactor for CMS Implementation

- ◆ Joined this Agile project to assist during the Development, Testing and incremental Implementation phases. Led consultants and Tessco Marketing staff in task completion and issue mitigation for rollout of Sitecore CMS integration into their public facing websites for retail and commercial sales.
- ◆ Successful rollout from on-premise servers to Microsoft Azure cloud services. Sitecore CMS integration provides web content management and multichannel marketing automation into the hands of marketing and business staff.
- ◆ Led refactoring effort of TESSCO ONE website – Tessco's public facing website for their semi-annual trade shows. Integrated Sitecore CMS and rolled from on-premise servers to Microsoft Azure cloud services.

Senior Systems Analyst, Global Medical Management (GMMI) – Claims & Case Management Modernization Initiative

- ◆ Performed detailed analysis of GMMI's architecture and core business applications to determine the best path to retire legacy applications in unsupported technologies. Extracted current state through interviews and deep dives into the architecture with no documentation available. Delivered a detailed list of architectural challenges and proposed mitigations including pros/cons for 3 viable paths:
 - Maintaining current architecture for the foreseeable future;
 - Incrementally migrating to industry best practices and current technology;
 - Immediate overhaul of their core applications with a rewrite into current technologies and architecture.
- ◆ Provided a benchmark and testing plan to vet each approach and client is evaluating which path best suits their needs by year end.

Senior Project Manager, International Dev Team – Joint Open Source Development Virtual Viewer

- ◆ Leading joint Agile development team on virtual viewer project that enjoins club management, venue entertainment management, land management with scheduling, forecasting and configurable notifications. Multiple tools and aids developed. C# is the primary development language supporting both mobile and desktop platforms.

Senior Technical Consultant, The Iron Rose - Infrastructure Integration

- ◆ Established Client/Server environment, File Sharing, Remote Access and an Integrated Point of Sale System for Retail store and satellite office.
- ◆ IT Support on an as-needed basis.

Senior Project Manager, GreenCourt Legal Technologies – Electronic Case Filing System

- ◆ Technical Senior Project Manager responsible for managing a joint RDA/Client team effort for the development of an Electronic Legal Record filing system for the Superior Courts in each county of the state of Georgia. Led a team of 7 Architects and Developers on a Disciplined Agile development process that will be live in 159 counties.
- ◆ Built entirely on Microsoft Azure technologies, this system provides a standards-compliant, statewide electronic filing system for Georgia's trial courts. For the first time ever, Attorneys, Judges, Clerks and individuals are able to file into Cases electronically, have their filings reviewed by the courts, notifications sent, Sheriff Departments involved and be provided a statewide cross reference database that reduces inefficiencies saving an enormous amount of time and money.
- ◆ RDA developed a Service Oriented Architecture (SOA) based upon a Pipeline concept (Azure worker roles) running against different Azure Queues, where Tasks are then executed to perform required actions. The solution's processing can be readily configured (threads, concurrent queue items, etc.). A generic Dispatcher exists that executes specific tasks (generate emails, edit PDFs to add header info, update indexes, other requirements). The solution can spin Pipelines for these different tasks. The solution fits into the Enterprise Service Bus (ESB) realm per interacting against different interfaces, taking task requests, and executing tasks. One can also link operations together (a task requests another task to do work). New tasks can be defined and just need to be registered at run time. A task can be anything but generally are singular - i.e. do a specific work item (send email acknowledgement, update a set of data, etc.). For error management, if error in pipeline then the queued task that failed goes to dead letter queue for review along with logs.
- ◆ Tools Used: Visual Studio Online, Microsoft Azure Web Roles, Worker Roles, Azure Table storage, Blob storage and Azure Queues, ASP. Net, C#

Program Manager, Springleaf Financial Services – Loan Systems Modernization planning and activation

- ◆ Senior Program Manager responsible for managing a joint RDA/Client team effort laying the groundwork for Springleaf (SLFS) to commence modernization of their core lending systems architecture. A comprehensive review and roadmap was completed for originations, servicing and collections / loss mitigation. Led a team of Architects and Business Analysts both from RDA and the Client to generate an iterative modernization plan.
- ◆ Phase 1 of the effort consisted of capturing a comprehensive view of current state functional capabilities. The current state assessment was a critical building block for the remainder of the modernization initiative. Key activities were the function-point assessment and the interdependency analysis performed by our team. Key deliverables of this phase included:
 - *Function Point Catalog creating a baseline of current system capabilities.*
 - *Systems Context Diagram which identified key integration points between the separate business and support applications.*
 - *Supporting deliverables included a Systems Interdependency Matrix and a Systems Catalog.*
- ◆ Phase 2 of the effort documented the technical, business and financial principles that would guide decision making for the modernization initiative. Key deliverable of this phase included:
 - *The Guiding Principles. A set of agreed upon criteria, defined by the business that will guide future decision making for the modernization effort.*
- ◆ Phase 3 of the effort Identified key technical and architectural blueprints that provide the foundation for the modernization effort. Key deliverables of this phase included:
 - *Object Model: High-level object model which provides logical view of key business and business support classes.*
 - *Data Model: High-level technical requirements for a modernization data management design. Includes a high-level data model (logical).*
 - *Architectural Requirements: High-level description of the conditions and capabilities to which the system must conform.*

- *Security Requirements: High-level technical requirements describing how the modernization architecture will have an integrated, role-based security model. Description of how authorization and authentication are supported.*
- *UI Requirements: High-level technical requirements describing how the modernization architecture will manage the user interface layer.*
- *Data Access Layer: Describes the data services access layer.*
- ◆ The 4th and final phase was the design and implementation of a Program Management Office (PMO) responsible for managing the planning, and execution of key Modernization deliverables. Primary tasks included:
 - Development and maintenance of project plans.
 - Development of the modernization project budget.
 - Design and implementation of a formal change management process.
 - Design and implementation of a formal risk management process.
 - Delivery of weekly program status reports.
 - Assist in the development of appropriate teaming arrangements and staffing plans related to Modernization efforts.
 - Provide advisory services to senior management on subjects related to the Modernization program.

Program Manager, Greenway Medical Technologies/Walgreens – Electronic Health Record system

- ◆ Program Manager responsible for development of an Electronic Health Record (EHR) system for the leading Retail Pharmacy in North America. Led a team of over 35 Architects, DBAs and Developers on a 3 year Agile development process that culminates in a successful rollout to over 8,000 stores.
- ◆ With Greenway's background and experience in EHR/EMR systems, they were approached by Walgreens to develop a single integrated medical records system. This system would consolidate and replace its older, outdated systems, helping to streamline process efficiency and provide for additional features and capabilities. The new system would also pave the way for the re-engineering of walk-in health clinics in many of its stores across the country. To assist in the development of the solution and ensure a solid enterprise architecture, Greenway reached out to RDA to leverage our extensive development and project management expertise.
- ◆ The new system allows Walgreens to maintain and update detailed patient data related to prescriptions and health history within a central repository that is accessible to all authorized users. It also enables Walgreens to expand the kinds of care they can provide at walk-in clinics at many of their locations. The final version of the system will unite the pharmacy with the medical clinic. The new integrated system will provide for a superior customer experience and a far more efficient process than what they had before.
- ◆ The Architecture is fundamentally built on the best practice integration of Microsoft products. The Store Client runs as an Out-Of-The-Browser extremely thin client with the ability to run on everything as classic as Windows XP to the most modern Microsoft Operating Systems available today. The middle tiers are a combination of traditional Web Applications, Integration servers with a custom service broker and interfaces through hardware appliances such as DataPower for increased insulation and security. Web services all follow standard industry protocols such as SOAP and REST. Back end repository for all databases is built on SQL Server.
- ◆ The data schema and logic were built with a sharding approach that would allow the back end to move to Microsoft's cloud with a minimal amount of effort in the future.
- ◆ Tools Used: Azure SQL, Visual Studio, SQL Server, C#, Entity Framework, Silverlight, WCF, App Fabric.

Senior Project Manager, Masterbuilt Manufacturing – Enterprise Intranet Planning with ERP Integration

- ◆ Led effort with Masterbuilt department heads, developers and an Architect to design their Enterprise wide Intranet. Included multiple integration points with Masterbuilt's ERP System. Intranet foundation was SharePoint with complex workflows developed under Nintex.

Program Manager, A Military Defense Provider – Visual Factory Suite of Applications

- ◆ Led joint development team to design and construct a suite of seven applications that expose the current state of all work in progress on the factory floor. Status is displayed on 52-inch monitors throughout the plant and supervisors can readily identify bottlenecks and reassign factory priorities through sub stations.
- ◆ Built OLAP dimensional model and OLTP model for both historical and current status reporting.
- ◆ Provided extranet portal for remote management of plant operations.
- ◆ Delivered knowledge transfer training to 15 of customer IT staff including creation of custom curriculum.
- ◆ Used Visual Studio, ASP.NET, Oracle, SQL Server, SQL Server Reporting Services, SQL Server Analysis Services, and Dundas Charts.

Program Manager, West Pharmaceuticals – Shop Floor Apps/SAP Integration

- ◆ Led large team of Architects, DBAs and Developers on a 2 year long enterprise integration, refactoring and new development project for a major Pharmaceutical products company.
- ◆ In the initial phase of this project, West Pharmaceutical Services engaged RDA Corporation to assist in inventorying, assessing and documenting the current state of approximately 106 applications, across eight U.S. facilities, primarily focused on traceability of materials through the manufacturing process. The shop floor applications were developed on various releases of Visual Basic, Delphi, FoxPro, C, Access and SQL Server. In addition to these applications, there were also macro driven spreadsheets deemed critical to the processes. The facilities are located in Nebraska, Pennsylvania, Florida and North Carolina.

The intent of this effort was to determine the best approach for integrating the data flow of these applications with a concurrent deployment of SAP that was replacing all the mainframe based management applications.
- ◆ The end result of the initial phase was a decision matrix and a migration path for each shop floor application discovered. In some cases, the applications proved to be redundant or irrelevant and were eliminated. Other applications would have functionality reduced or enhanced. Some completely new applications were also required to perform integration not previously needed. For all remaining and new applications, the code base would be refactored to the current versions of Microsoft Visual Studio and SQL Server.
- ◆ The second phase of the project was to design, develop, test and execute a phased deployment in each plant. Phasing was needed to minimize risks from work stoppages and generate a knowledge base of lessons learned for each additional plant as it came on line. This increased complexity however, as sister plants moved inventory between them so the new systems had to account for legacy formats from the plants not yet migrated in parallel with SAP formats for the migrated plants.
- ◆ The core of the integration is a custom built data junction in SQL Server that SAP publishes to and subscribes from. In similar fashion the Shop Floor applications subscribe to the SAP manufacturing orders, delivery orders and usage decisions while publishing the real time status of each product through the shop floor process steps and the applications that drive them.
- ◆ The end result is a completely modernized infrastructure, a best practices application architecture, comprehensive management of source code, and a single database schema common to all eight plants with no loss of traceability for audit and regulatory requirements.
- ◆ Delivered knowledge transfer training to customer IT staff including creation of custom curriculum.
- ◆ Tools Used: Visual Studio, SQL Server, C#, VB.NET, Visual FoxPro.

Project Manager/Business Analyst, Elwyn – Business Process Re-engineering

- ◆ Assisted organization engaged in providing services to children with disabilities and disadvantages in mapping out their current business processes and making recommendations for improvements.
- ◆ Interviewed all key business stakeholders and reviewed all critical processes.
- ◆ Drafted swim diagrams and SOPs.
- ◆ Made recommendations for improvements in 10 functional areas, many of which were adopted in whole or in part:
 - Scheduling of children's services and coordination with care providers
 - Gap management to reduce delays in service starts
 - Processing of session meetings and tracking results

- Initial assessment Management and Monitoring
- Document workflows
- Attendance Management
- Financial Reconciliations
- External funding reporting
- Tracking of compensatory education
- Complaint and Resolution Management

Project Manager, Babcock & Wilcox (USA) – MOSS Enterprise Implementation with Executive Dashboard and Portal Applications

Performed as project lead for a multi-company team implementing a complete intranet replacement for 2,400 users. Established best practices and completed development of a five-server farm topology, a migration of existing Intranet in SPPS 2003 and ASP.NET to MOSS 2007, rebranding with custom style sheets and master pages, implementation of Enterprise Search across file shares and SharePoint repositories, generation of business data catalog connections for integration with SAP and SQL Server, and development of Info Path initiated Work Flow applications.

- ◆ Developed an executive dashboard of key performance indicator charts using Dundas Chart for MOSS. Data was pulled from SAP nightly with an ETL to a SQL Server datamart.
- ◆ Delivered knowledge transfer training to customer IT staff including creation of custom curriculum.
- ◆ Used MOSS 2007, SQL Server, SSIS, Visual Studio, InfoPath, and Dundas Chart.

Project Manager, Elwyn – MOSS Implementation with SSRS and KPI Management Application

- ◆ Directed a MOSS re-installation and enhancement project on behalf of Elwyn. Elwyn has been providing services to people with special needs for over 155 years.
- ◆ Provided a thorough review of the current MOSS configuration and topology, assessing its ability to sustain a user base of 1,200 end users, making changes to Central Services as required to incorporate best practices for Enterprise services and making recommendations for any hardware improvements deemed necessary.
- ◆ Installation of SQL Server Reporting Services and configuration of MOSS RS Web parts to incorporate same.
- ◆ Completion of representative reports using Reporting Services and trained Elwyn technical staff and end users to generate them self-service.
- ◆ Completion of a department and Executive level dashboard via a custom Key Performance Indicator (KPI) application integrated into MOSS. Metrics are either pulled from a SQL Server Data Mart or entered monthly via the custom interface. Complex reporting provides the rollup summaries via SSRS.
- ◆ Delivered knowledge transfer training to customer IT staff on solutions and implemented and trained on introduction of Visual Source Safe into their environment for management of source code.
- ◆ Used MOSS, ASP.Net, C#.Net, SSRS, SQL Server

Project Manager, CDI Corporation – BizTalk Enterprise Service Bus Implementation

- ◆ Led team of Architects and Developers implementing BizTalk's Enterprise Service Bus (ESB) capability under very tight deadlines. CDI is a leading professional services company that caters to Fortune 1000 clients.
- ◆ CDI replaced their highly customized version of the Recruiting System (RTS) at their UK Anders business unit with an out-of-the-box Recruiting System from Vurv. Much of the prior customization was to provide business validations that could now be handled by the BTS Business Rules Engine (BRE). The implementation of the ESB incorporated an end to end solution for six transactions from the new RTS through the ESB to CDI's financial applications coupled to RTS inputs. These transactions included:
 - Customers
 - Client Addresses
 - Placements
 - Assignment

- Assignment Rate
- Worker Record
- ◆ With implementation of the ESB, RDA architected and delivered a core framework designed to provide a functionality baseline. The framework is a combination of guidance, naming conventions, approach and reusable subsystems. The implementation of the six transactions of the RTS project also provided a significant template of functionality for follow up phases. Future iterations will follow the same guidelines moving forward and will lay down even more reusable functionality. RDA also provided configuration and logging as part of the framework.
- ◆ Delivered knowledge transfer training to customer technical staff.
- ◆ Used BizTalk Server.

Project Manager, Synthes (USA) – SAP/JDE BizTalk Integration

- ◆ Led joint development effort to integrate processing of purchase orders and sales orders between the U.S.-based JD Edwards system and the European based SAP system. Custom interfaces and adapters were developed to map inventory ID numbers and incorporate state management for long running transactions. Alerts and server status are monitored through an implementation of Microsoft Operations Manager.
- ◆ Implemented dual BizTalk Servers in production to provide fail-over and load balancing features.
- ◆ Delivered knowledge transfer training to customer IT staff including creation of custom curriculum.
- ◆ Used BizTalk Server, SQL Server, C#.NET, and MOM.

Project Manager, Merritt Properties –SharePoint Server (MOSS) Implementation

- ◆ Led team to design, construct and implement an intranet and extranet MOSS implementation for a leading commercial real estate firm. Intranet incorporates team sites for all departments and separate sites for all managed properties.
- ◆ Held JAD sessions with all business department heads to facilitate acceptance and relevance to current business requirements.
- ◆ Developed custom Web parts to simplify common operations.
- ◆ Performed automated data migration for all properties into the portal.
- ◆ Delivered knowledge transfer training to Infrastructure personnel.
- ◆ Used MOSS, Visual Studio, C#, SQL Server, and SQL Server Reporting Services.
- ◆ Project Manager, Access Group - User Acceptance Testing (UAT)
- ◆ Established overall process guidelines for UAT at major supplier of student financial loans for the redevelopment of their flagship web applications.
- ◆ Built UAT Traceability Matrix from Use Cases, generated scenarios, and oversaw script generation steps.
- ◆ Incorporated pre-execution strategy to marry with iterative development to ensure all issues are captured early enough to minimize risk during construction and implementation phases.
- ◆ Oversaw script execution, anomaly tracking, and regression testing processes.
- ◆ Used ASP.NET, Oracle, SQL Server, and Mercury Quality System.

President/Owning Partner/Consultant

- ◆ Maintained executive leadership of an IT consulting and training firm.
- ◆ Specialized in working with corporate IT service departments and technology product companies to augment and improve their ability to deliver projects and services to their clients.
- ◆ Conducted IT capability assessments and improvement planning, IT reorganizations, project assessments, and risk management assessments.
- ◆ Oversaw all software development, technology migration and training initiatives.
- ◆ Advised and coached CEOs, senior business executives, and CIOs in IT strategy based on business priorities, managing expectations, project oversight, and prioritization.
- ◆ Maintained internal responsibility for all strategic, fiscal, and marketing initiatives with direct reports, including the Consulting Services Director, Sales and Marketing Director, Network Operations Director, Accounting Director, HR Director and Administrative Support Director.
- ◆ Sold all business interests in November 2005. Spent the next year engaged as a consultant to Micro Endeavors and in private practice in the management of migration projects, software development teams, and delivery of technical training classes.

Consulting Services Director

- ◆ Maintained responsibility for delivery of all IT development and training services for the company.
- ◆ Participated in customer briefings, consultant staff management, extensive recruiting, quality assurance, proposal generation/delivery, instructor reviews, forecasting, and budgeting for a staff of 40 consulting professionals.
- ◆ Introduced and implemented formal project management, IT risk management, technical reviews, change management, and configuration management.
- ◆ Implemented numerous internal systems to automate the routine tasks associated with the consulting practice.

Senior Developer and Instructor

- ◆ Participated in project management and development of applications for Fortune 500 companies. Responsible for analysis, design, development, training, and enhancement distribution.
- ◆ Worked on specific projects, including Worldwide Credit Exposure application for JP Morgan, product stock sheet creation/distribution application for Mobil Corporation, and material management system for the Department of Defense.

Led developer training classes on a regular basis with class sizes of 20 or more.

Senior Product Manager

- ◆ Acted as systems coordinator for five backroom software products used by 253 bank branch offices in the United States and Canada.
- ◆ Maintained responsibility for all phases of product/project management including: design, development, custom enhancements, delivery, installation, training of end users/support staff, and remote or on-site troubleshooting.
- ◆ Established Windows programming standards and set company direction for GUI development.
- ◆ Managed a development and documentation staff of four personnel.

Logistics Officer, Captain USMC

- ◆ Maintained responsibility for all IT requirements of the Headquarters staff.
- ◆ Developed inventory system for tracking purchase, receipt, storage and sub-custody locations of 18,000 line items worth \$8 million.
- ◆ Developed fiscal accounting system for Headquarters operating budget.
- ◆ Developed personnel tracking system permitting remote site entry with data consolidation at management headquarters.
- ◆ Trained numerous personnel in word processing, spreadsheets, database management, and computerized presentation tools.
- ◆ Executed requirements analysis, procurement, receiving, storage and property control procedures for 1,300 personnel in 65 office locations.
- ◆ Programmed four-year budget cycle.
- ◆ Maintained responsibility for subsistence accounting, customer service, and production of the food service program.
- ◆ Managed government construction contracts totaling \$1.6 million.
- ◆ Coordinated all transportation and equipment maintenance programs.
- ◆ Directed a staff of 42 personnel.

Formal Schools, Marine Corps Logistics Base

- ◆ Maintained responsibility for evaluation, procurement, training, trouble-shooting and integration of computer aided instruction hardware and software.
- ◆ Developed network maintenance management system for tracking work in progress and repair parts procurement for the Electronics, Missile Repair, and Laser Optics Schools.
- ◆ Developed fiscal accounting, and inventory tracking program for management visibility of financial and material assets.
- ◆ Developed numerous network office automation programs for tracking students and courseware development.
- ◆ Trained users in word processing, spreadsheet, database, remote communications, and project management software.
- ◆ Maintained responsibility for procurement and inventory control of electronic equipment and repair parts worth \$12 million.
- ◆ Executed all phases of budgeting and accounting for \$250,000 in operating funds.
- ◆ Responsible for review of all academic courseware, instructional methods, and student progress.
- ◆ Directed a staff of 31 personnel and an average student load of 150.

3d Battalion, 4th Marines

- ◆ Functioned as Automated Data Processing coordinator for equipment control and repair facilities.
 - ◆ Maintained responsibility for evaluation, procurement, security, and training of users on individual computers and terminals linked to the Department of Defense Supply System.
 - ◆ Performed storage, issue, accounting and budgetary responsibilities for assets in excess of \$11 million in support of 950 personnel.
 - ◆ Developed automated equipment tracking system for visibility of assets being shipped to multiple locations.
 - ◆ Trained users in word processing, spreadsheet, and database applications.
 - ◆ Directed a staff of 14 personnel.
-