

OBJECTIVE To obtain a full time position where I can use my skills and talents to provide creative and innovative solutions for customers who seek quality and service.

- EDUCATION**
- Westwood College Online 2003 – 2006
 - A. Bachelors Degree: E-Business Management
 - B. Dean's list each term
 - California State University Los Angeles, California. 1988 – 1990
 - Glendale Community College, California. 1986 – 1988

TECHNICAL SKILLS

Web Development	Windows XP	Network Administration
Computer Trainer	2003 Server	Microsoft Word
Write Technical Manuals	Linux	Microsoft Excel
Write Training Manuals	Oracle	Microsoft Publisher
Write Procedures	FileMaker Development	Microsoft FrontPage
Project Management	Adobe Flash	Adobe Dreamweaver

EXPERIENCE **Independent Contractor** 2003 – Present
Santa Clarita and San Fernando Valleys, CA

- Supplied computer support for private and corporate clients.
- Developed web sites for individuals and business.

ChevronTexaco 1990 – 2003
EI Segundo, CA

- Monitored refinery equipment, including pumps, compressors, and reactors, troubleshooting when necessary.
- Adjusted refinery process to maintain final product specifications and performed lab testing to assure quality control.
- Performed minor repairs to mechanical equipment.
- Initiated shift summary database for one division utilizing FileMaker Pro software.
- With a team of four others, developed and deployed shift summary database for use by more than 900 refinery employees
- Participated on a team that developed an extensive routine duties database (200+ databases) for refinery use, specializing in identifying and repairing calculation and scripting errors.
- Built a database used to track safety observations by personnel, resulting in a \$10,000 saving for the refinery.
- Developed a FileMaker Pro database to track employee training which includee relational databases, extensive scripting, calculations, and layout design.
- Created user friendly interfaces for employees with limited computer background and consulted end users to ensure user satisfaction.
- Represented refinery as liaison to contract personnel during construction projects
- Wrote operations manuals and assorted operating procedures using Microsoft Word.
- Successfully trained others to use database technology, new operating systems (Windows NT & Windows XP), and new refinery equipment.
- Designed and maintained intranet web pages and piloted an on-line training program (Microsoft FrontPage).
- Training includes OSHA and AQMD regulations, industrial safety training, Honeywell 3000 Control System.
- Member of safety and diversity committees.
- Worked with a diverse crew of 10 to 15 others on rotating shifts with minimal lost time.
- Volunteered personal time for team building and public relations events.

**OTHER
EXPERIENCE**

- Attended FileMaker Developers Conferences (1999 – 2002).
- Designed and maintain web site for non-profit organization.
- Numerous databases developed for personal and non-profit use.
- Volunteered time and resources to local junior high school, providing computer support and soliciting corporate donations.
- Chairman of the board and director of local church.
- Produced and edited video for local public access television.

REFERENCES

- Ronald Minnitt, shift supervisor, ChevronTexaco
- Dan Grantham, coworker, ChevronTexaco
- Jed Heller, owner, Jed Heller's Swim School
- Sam Gardian, personal reference
- Christopher Seidenglanz, owner, American Diversified Properties