

REESE ATHERTON

Street Address, AFB, State 55555

555-555-5555

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OBJECTIVE A part-time substitute teacher or a staff position where I can contribute my broad computer and life experience and further develop my skill set.

SUMMARY A highly effective computer programmer/analyst. Achievement oriented, excellent critical thinking skills, flexible nature and very effective trainer. Optimize utilization of equipment, process development, and microcomputer applications. Described by former employers as "a skillful manager," "effective team leader," and "industrious, versatile individual."

EDUCATION BACHELOR OF BUSINESS ADMINISTRATION Year-Year
State University, State
Major: Data Processing Information Systems

Private Pilot License - Year

CAREER PROFILE

Month Year WEB DESIGNER, Elementary School, City, State

Voluntarily designed initial web pages for the newly opened school
<http://www.k12.st.us/~elementary/>

Month Year NEIGHBORHOOD WATCH COORDINATOR, Neighborhood, City, State
To Month Year

Recruited neighborhood watch blocks captains necessary creating a call chain, distributed and gather questionnaires to develop an Access database and help facilitate a neighborhood directory

Month Year VOLLEYBALL COACH, High School, Air Base, England
To Month Year

Coached high school volleyball for 2 seasons and coordinated a week long summer volleyball camp with international player and coach for Department of Defense England schools

MY to MY COMPUTER TRAINER AND DATABASE DEVELOPER, Armed Services YMCA, City, State

Taught computer classes as a volunteer. Taught classes in Windows 95, Microsoft Word and Introduction to computers. Provided software support to the staff and wrote a database in Microsoft Access to track donations and newsletter recipients.

MY to MY CONTRACT PROGRAMMER ANALYST/HELP DESK PROVIDER, Company, City, State

Wrote several applications using Microsoft Access 2.0. The applications tracked information on goals and issues tracked by the Air Force AMC Surgeon General (AF AMC/SG) office. Also wrote a database to track illnesses reported from troops deployed out of the U.S.

Provided PC technical support to AMC/SG staff of approximately 75 people. Developed an Access database to track all trouble calls and resolutions and also the inventory of PC equipment.

MY to MY PROGRAMMING SUPERVISOR/SYSTEMS PROGRAMMER, County, State

Installed and maintained VM/VSE, CICS, PSF, Adabase, Computer Associate products: Scheduler, Tape and Disk Management and Sort Utility.

Designed new electronic PSF forms. Developed conversion program to print bar code.

Developed a proposal for PC based building permit system from Sierra utilizing new electronic mapping technology, GIS, ARCHVIEW and ARCHINFO.

Supervised a staff of 5 programmers supporting programs for such applications as: payroll, building permits, voter registration, property taxes, personnel, mental health, and purchasing.

MY to MY AUTOMATED DATA PROCESSING DIRECTOR, Air Base, Japan

Developed and coordinated ADP technical standards, procedures and regulations. Provided training and technical systems support. Coordinated and managed the acquisition of computer hardware, software and support services. Wrote computer maintenance contracts, eliminated the use of punch cards and resolved critical problems with UDAPSII, inventory supply software.

Attended IBM classes for VSE systems installation and management.

Supervised a bi-cultural staff (10 Japanese and 5 American) employing comprehensive personnel practices including performance evaluations; wage administration, promotions, training and counseling.

Managed the annual departmental budget of \$230,000. Cut government maintenance contract from \$8,500 to \$5,500 per month. Reduced downtime from 25% to an all-time low of 5%.

Managed complete computer renovation and conversion. Developed comprehensive command-wide security system, purchasing system and training program.

MY to MY SALES MANAGER-AMERICAN COMPUTERS, Japan

Supervised a sales staff of 6. Scheduled regular sales meetings, monitored inventories and tracked sales profile for two facilities, sold Zenith microcomputers and IBM clones. Store averaged 25-40 computer systems a month (average unit cost \$1,800). Provided technical support on software packages.

MY to MY ENGLISH TEACHER, Japan

Taught English for a local International school for children as young as 4 years old as well as adults.

MY to MY VOLLEYBALL REFEREE, Japan

Refereed games for Department of Defense schools.

MY to MY SUBSTITUTE TEACHER, Department of Defense Schools K-12, Japan

MY to MY SYSTEMS ANALYST-BOEING COMPUTING SERVICES, City, State

Developed and maintained a financial cost accounting system. Wrote 150 batch programs using IMS, DB2 and Cobol. Coordinated implementation of the system, and directed tuning tests for DB2 with a debugging tool, Expediter.

MY to MY SYSTEM ANALYST- ANNRAY COMPUTING SERVICES, City, State (Part Time)

Assisted in the development of computerized property tax system using IBM 5631.

MY to MY COMPUTER PROGRAMMER-FT HAYS STATE UNIVERSITY, City, State (Internship)

Developed and implemented Integral Systems Inc. (ISI), a payroll software system. Wrote an on-line CICS teacher certification system using a DLI database. Maintained student and registration information in VSAM files with Cobol programs.