

OBJECTIVE: Management role in a technology based environment

SUMMARY: More than 15 years of experience meeting business needs through technology:

- Demonstrated ability to maximize return on investment
 - Excellent written and oral communication skills
 - Adept at web design and competent in a wide range of software
 - Accomplished at conflict resolution and team building
 - Skilled at organizing project goals and meeting them efficiently
 - Proven leadership skills
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ACHIEVEMENTS:

- Created and designed the first corporate website for the tire recycling industry. This vanguard site is directly responsible for initiating over \$30,000,000 in international plant purchases.
- Calculated five-year projections and pro forma, which proved instrumental in securing over \$3,000,000 in financing and may be responsible for an additional \$10,000,000.
- Created and composed a General Information Booklet that was instrumental in raising over \$15,000,000 in equity capital and generating over \$10,000,000 in revenue.
- Developed a software package for retail computers, increasing sales by 400% and eliminating ongoing licensing violations.
- Designed and programmed a hotel audit system for a chain of hotel properties. The program reduced audit time by more than 90% and eliminated frequent math errors.
- Developed and managed a direct mail campaign that generated a greater than 70% response rate. More than 50% of respondents became customers.
- Developed a detailed dynamic analysis of oil well production for a drilling company to determine the best, most cost-effective drilling schedule. This analysis was a key factor in their financing and drilling schedules for the next 10 years.
- Initiated the purchase and installation of equipment to move outsourced four-color printing in-house, decreasing printing costs by 90%.
- Created a program to convert on-line billing records to spreadsheet format for expense reporting. It was published as a "Best Bet" and recommended for download by *CompuServe Magazine*.
- Audited and evaluated transportation contracts, recovering over \$80,000 in annual unbilled transportation costs.

ACHIEVEMENTS:

(continued)

- Designed a multi-media CD-Rom presentation for a service company. This product is being distributed as a key part of a nationwide sales campaign to thousands of potential clients.
- Authored, designed, and produced four-color periodic newsletters in printer-ready format. In-house design saved thousands of dollars for each issue produced.

EXPERIENCE:

TIRE RECYCLERS, INC., Richmond, VA 1992-present

Director of Information Services

Responsible for all data, marketing, and human resources functions.

Controller

Recorded all financial transactions for the company in its start-up phase, generated all financial reports.

INTEGRITY COMPUTER CONSULTING, Ocala, FL 1991-1992

President

Offered computer consulting and training services to business and individuals.

MR. FLOPPY COMPUTERS, Ocala, FL 1990-1991

Sales Manager

Managed and trained sales staff, coordinated and conducted training classes. Developed profitability analysis procedures.

US TRAVEL/AVONDALE (Retail travel agency), Ocala, FL 1985-1991

Assistant Manager/Data Specialist

Customer relations, marketing, data systems administration.

Travel Agent

Retail corporate and vacation travel sales. Outsold all other agents combined.

SOFTWARE

EXPERTISE:

Microsoft Office Suite, HTML, Visual Basic, Pascal, Lingo, Adobe PageMaker, Adobe Premiere, Adobe Illustrator, Corel Draw, Macromedia Director Studio, QuickBooks Pro, Internet Marketing, Web Design, Windows 95, 98, NT, 2000

EDUCATION:

FURMAN UNIVERSITY, Greenville, SC

B.A., Business Administration

B.A., Sociology

Microsoft Certified Professional (Windows 98)