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Objective: Implementation Consultant

Education:

M.S. – Accounting, Golden Gate University, San Francisco, California (1995)
B.S. – Chemistry, University of San Francisco, San Francisco, California (1980)

Professional Training:

Administering Windows NT 4.0; Microsoft Course M803, April 1997
Supporting Windows NT 4.0, Core Technology; Microsoft Course M687, June 1997
Solaris 2.X System Administration Essentials; Sun Course SA135, November 1997

Employment:

Evolve Software, Inc., San Francisco, California, 10/95 to Present

Tech. Services Engineer

System Administration responsibilities, in a Windows NT network environment. Setting up and maintaining Windows NT workstations and servers, both hardware and optimizing the NT operating system. Work with UNIX on a SUN Solaris and HP UX platforms, adding users and maintaining Internet News Service. Research and purchase of hardware and software.

Business Analyst

Developed HRIS payroll software requirements, and use cases for object oriented software development. Programming and review of the payroll, benefits and human resources software application. Worked on interface requirements to ADP's processing service.

Robert Half Accountemps, San Mateo, California, 12/93 to 1/95

Various temporary assignments dealing with payroll, accounting, taxes, benefits and human resources.

Automatic Data Processing, Santa Clara, California, 12/83 to 11/90

Account Executive

Field representative responsible for starting new clients on ADP's payroll product, along with selling additional business products to new and existing clients. Would assist sales personnel in presale presentations. Managed approximately 30 accounts at any one time, ranging in size from 10 to 1000 employees. Assisted in payroll, taxes, human resources and benefits issues for companies reengineering or just converting to ADP.

PC Coordinator

Support for in-house and clients on ADP's PC product. Dealt with on going maintenance and setups in a stand-alone or network environment.

Tax Processing Supervisor

Responsible for final processing of all state, local and Federal tax returns for ADP's tax service clients. Implemented review processes for a permanent staff of 3, and a temporary staff of 20.