

# MATT PERELSTEIN

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## PROFESSIONAL SUMMARY

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For thirty (30) years of IT work, Matt has accumulated a long, diverse list of projects, job experiences and satisfied customers, performing analysis, design, development and DBA jobs primarily involving MS Access, SQL Server, VB/VBA and Microsoft Office automation. Matt has worked for the federal government, 14 California state agencies, 4 cities and counties, and more than 50 private industry or non-profit agencies, large and small. He is extremely well-versed in both database design and development, and has had numerous consulting roles in database architecture design, requirements gathering, migration/upsizing, ETL and project management.

All jobs are done with highest quality, a positive, “can do” attitude, and an eye toward exceeding customer expectations. Matt has excellent communication skills, conversing well with both technical and non-technical stakeholders. His technical database expertise, coupled with soft, people skills, has built a long list of satisfied customers, employers, consultants and contractors (available upon request).

Extensive database experience has including database analysis, design, development, documentation, testing, training and customer support including:

- Business and Systems Analysis: Requirements Gathering, Process Flows, Research, Interviews, Configuration
- Database Structural Design and Development: Data Flow Diagrams, Entity Relationship Diagrams, SRD, RAD/JAD and Prototyping
- Database Migration: ETL, Upsizing, Conversions
- Application Design, Coding, and Development: Forms, Queries, Reports, Code, Macros, Triggers, Stored Procedures and Internal Documentation
- Full System Development Lifecycle (SDLC) Information System Methodologies: cradle to grave
- Project Management: Planning, Scheduling, Oversight
- Maintenance: Re-writes, Implementations and User Acceptance Testing
- Project Management: Scheduling and Estimating
- Training: Creation and Delivery
- Data Entry and Validation: Fast and Intuitive
- Purchase: Recommendations and Justifications
- Documentation: System and End-User, both hard copy and on-line help

## TECHNICAL SKILLS SUMMARY

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- Expert-level Programming Experience: MS Access (all versions since v1.1), MS SQL Server (2000, 2005, 2008) DBA, MS Visual Basic for Applications macros and programming, MS Office automation, MS Visual Basic, MS Visual Studio, MS Visual FoxPro, dBase, R:Base
- Business and Database Analysis and Design: Database design, requirements gathering, business process analysis, system and user documentation, database architecture design, database conversion and integration, ETL (extract-transform-load) and full life-cycle application development.
- Project Management experience: including full software life-cycle development and management of up to 12 programmers.
- Strong programming experience: MS SharePoint, DreamWeaver, Crystal Reports, NetObjects Fusion, FrontPage, PeachTree accounting, GoldMine, QuoteWerks CRM and QuickBooks Pro.

## EDUCATION

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BS Degree in Business Management from Colorado State University, Fort Collins, 1981 (Graduated, 3.2 GPA)

## PROFESSIONAL CERTIFICATIONS

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- Microsoft Certified Professional (MCP) May, 2000 #286816
- Microsoft Office User Specialist (MOUS) January, 2000
- MS Access '97 Expert, MS Word '97 Proficient, MS Excel '97 Expert
- Brainbench MS Access e-Certification
- MS Access Programmer Exam, passed top 93% September 1999
- MS Word Power User Exam, passed top 97% (Master) May 2000
- MS Windows '98 Power User Exam, passed top 85% (Master) May 2000
- eCertifications exam
- MS Access Programmer Exam, passed at Master's level, April 2000
- Certified Soccer Referee, active in all age groups, especially high school. Certified June 2003.
- Certified Youth Soccer Coach, coaching under-6 boys, and under-8, -10, -12, -14 year old girls
- Certified Trainer at New Directions Workshops, for classes in emotional intelligence and life skills

### PROFESSIONAL/PERSONAL TRAINING

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- Applied Project Management, Health & Welfare Data Center
- Managing Multiple Projects, Objectives and Deadlines, SkillPath Seminars
- Facilitation and Team Building Leadership Training, California Cal/EPA Agency
- Conflict Resolution
- California Integrated Waste Management Board
- Effective Presentations, CSU, Sacramento Extension
- New Directions emotional intelligence workshops, Directions Unlimited, instructor
- Understanding Yourself & Others, Certified Instructor, Dreikurs Relationship Center
- Understanding Success Attitudes, Certified Instructor, Dreikurs Relationship Center

### PROFESSIONAL SKILLS

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- Project Management and Leadership
- Set-up, Facilitation, Management and Documentation of RAD / JAD Sessions
- Excellent Interpersonal Communication and Relationship Skills
- Training of End-users and Developers
- Oral Communication Skills including: One-One, Running Meetings and Public Speaking
- Excellent Written Communication Skills including: Status Reporting, Automated Reports and Presentations
- Complete Project Status Reporting
- Internal and External Documentation
- Integrity, Quality & Commitment

### PROFESSIONAL EXPERIENCE

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#### **Consulting Firm: MetaVista Consulting Group**

**Client: STATE OF CALIFORNIA, Financial Information System for California (FI\$Cal)** (Consultant, Full-time), Sacramento CA, Legacy Systems and Data Analysis Specialist, March 2012 – June 2012, (Contract Cancelled due to Budget).

Legacy Systems and Data Analysis Specialist for \$1B project to convert, interface or retire the State's accounting / budgeting / contract procurement apps into one Oracle/PeopleSoft ERP. Systems analyst, co-wrote management documents: "Database Analysis and Validation", "LSDA Information Management Approach" and "LSDA Data Conversion Strategy".

Environment: Oracle, PeopleSoft ERP, MS Access, MS Visio, MS Project

**Consulting Firm: SACC**

**Client: CISCO SYSTEMS** (Consultant, Full-time), San Jose, CA, Application Developer November 2011 – February 2012, (Completed)

Application Developer for MS Access/VBA/SQL Server financial services application relating to pricing and discounts. On a three-person team who rushed to design and build a complete working app for the Cisco CFO on-time and under budget. Finished product included four file import routines of over 100,000 Oracle records using MS Excel, extensive data validation, and graphical user results.

Environment: MS Access, VBA, SQL Server 2005, MS Excel

**Consulting Firm: NETSource Consulting**

**Client: STATE OF CALIFORNIA, DEPT OF PARKS & RECREATION**, (Consultant, Full-time), Sacramento CA, MS Office Conversion Expert, June 2011 – October 2011, (Completed)

MS Office Conversion Expert wrote conversion guides, tutorials and how-to user documents to support their upgrade from MS Office 2003 to Office 2010.

Environment: MS Office

**Consulting Firm: NETSource Consulting**

**Client: STATE OF CALIFORNIA, DEPT OF TRANSPORTATION (Caltrans)**, (Consultant, Full-time), Sacramento, CA, Access Database Conversion Expert / Assistance, March 2010 – May 2011 (Completed)

Access Database Conversion Expert / Assistance responsible to either convert Caltrans databases from earlier versions of Access to Access 2007, or to support users in converting their own database. Wrote conversion guides and How-To documents. Ran OMPM planning management tool and OFC file converter. Personally converted over 60 databases, many requiring bug fixes and enhancements to VBA code, macros, references, DLLs, ODBC connections and other Access components. Also built a Postgre SQL database for engineering.

Environment: MS Access 2007, MS Excel 2007, MS Word 2007, PostgreSQL

**Consulting Firm: Fit for Projects**

**Client: AUTODESK** (Consultant, Full-time), World Headquarters - San Rafael, Sacramento, CA, Database Migration Assurance Lead responsible, May 2009 – March 2010, (Completed)

Database Migration Assurance Lead responsible to update and maintain a complicated application which pulls data from Aprimo, SQL Server 2008, SAP and Oracle databases, into MS Access 2007 (750Mb) and then creates an MS Excel spreadsheet with 15 worksheets of pivot tables and data extracts. Performed ETL data load of large dataset from MS Access to related SQL Server 2008 tables.

Environment: ETL, MS Access 2007, SQL Server 2008, SAP, Oracle, in a Scrum environment

**Consulting Firm: MetaVista Consulting Group**

**Client: STATE OF CALIFORNIA, DEPT OF FOOD & AGRICULTURE, Animal Health Division** (Consultant, Full-time), Sacramento, CA, Database Design Analyst, July 2007 - July 2008, (Completed)

Database Design Analyst on a 4-person requirements gathering and database design team. Worked with users and IT staff to analyze and document the current state of their applications (30+ databases in various formats, in MS-Access, FileMaker Pro & SQL Server), created application overviews for each, and designed an extensive database structure including referential integrity to combine both legacy and new databases into one cohesive SQL Server 2005 database for internet/intranet usage. Designed a powerful, unique structure that standardized many of their common processes and tables, and allowed simplified interface with other CDFA sections, federal systems (USDA), eDiscovery, as well as sample testing and lab results (UC-Davis CAHFS laboratory).

Environment: USDA, MS Access 2007, FileMakerPro & SQL Server

**Consulting Firm: MetaVista Consulting Group**

**Client: WELLS FARGO, Open Systems Recovery Strategy Project** (Consultant, Full-time), Sacramento, CA & Minneapolis, MN, SQL Server DBA, October 2006 - June 2007, (Completed)

SQL Server DBA for a remote team of consultants hired to identify, document and get feedback on Wells Fargo's nationwide inventory of computer servers and applications for use in Business Continuity Planning (BCP). Required working with numerous staff and management to acquire most complete data listings, merge, normalize and migrate data in MS Access 2007, converted to MS Excel 2007 as a data entry tool, then uploaded a data model in SQL Server and used SSRS Reporting Services to extract reports.

Environment: MS Access 2007, MS Excel 2007, SQL Server 2005

**Consulting Firm: Software Labs**

**Client: INTERMEC GLOBAL** (Consultant, Full-time), World headquarters, Everett, WA, Data ETL Specialist, July 2006 – September 2006, (Contract Cancelled)

Data ETL Specialist for an international migration and conversion project team assigned to connect to, transform and aggregate millions of data records from 8 different accounting systems including Triton, Metrix, SAP 4.6, Oracle, SQL Server 2005, AS 400 and others, into a single SAP 5.0 app. Assigned to A/P, A/R and Customer Master. Tools included: Software Labs xFusion Studio ETL tool, plus MS Excel, MS Visual Studio and SAP's LSMW data exchanger.

Environment: SQL Server 2005, Oracle, Triton, Metrix, SAP 5.0, AS 400.  
xFusion Studio ETL tool, plus MS Excel, MS Visual Studio, SAP's LSMW data exchanger

**Consulting Firm: Staff-Tech**

**Client: STATE OF CALIFORNIA: EDD - EMPLOYMENT DEVELOPMENT DEPT, Disability Insurance** (Consultant, Full-time), Sacramento, California, MS SQL Server DBA, March 2006 - July 2006, (Completed)

MS SQL Server DBA responsible to design new integrated database. Responsible for gathering requirements; design, manage and tune new SQL Server database (2000 / 2005), create stored procedures / indexes / diagrams / scripts and DTS packages, generate reports using SQL reporting services, create enforceable design standards, and support .NET developers. Final database included 45 tables, >500 Stored Procedures, 50 Transact-SQL (t-SQL) build scripts and 30 DTS Transformation packages to integrate and migrate data from 10 MS Access and 21 FileMakerPro databases. Worked on team with consultants and staff for design review, data modeling, planning, documentation and change requests. All code edited using MS Visual Studio and controlled by MS SourceSafe.

Environment: SQL Server 2005, MS Access 2003, FileMakerPro 11, MS SourceSafe, MS Visual Studio

**Consulting Firm: Staff-Tech**

**Client: STATE OF CALIFORNIA: DEPARTMENT OF FORESTRY & FIRE PROTECTION** (CalFire) (Consultant, Full-time), Database Developer, Sacramento, California, May 2001 - March 2006, (Completed)

Database Developer developed & supported an Airplane ("Air Attack") and Helicopter ("Helitack") flight, aircraft and crew tracking system in MS Access '97, 2000 & 2003, using extensive VBA coding. Project designed app using JAD, and included full support & training of end users to handle data entry, dial-up transfer of data & accumulated data reporting for HQ & 23 remote air bases across California. Database Developer updated a statewide mobile radio tracking database for CDF Telecomm division in MS Access 2000 & 2003 and then re-wrote the front-end of the app to web-enable it using .ASP pages with MS Access data.

Environment: ASP pages, MS Access 2000 & 2003 data

**Consulting Firm: Staff-Tech**

**Client: STATE OF CALIFORNIA: FOOD AND AGRICULTURE DEPARTMENT** (Consultant, Full-time), Sacramento, California, Database Developer, April 2000 – May 2001, (Completed)

Database developer performed extensive modifications and fixes to heavily-used food inspection app written in MS Access 2000 including deployment and integration with remote field inspectors working on their laptops. Database Expert successfully resolved technical and political issues involving department management and other programmers.

Environment: MS Access 2000.

**STATE OF CALIFORNIA: INTEGRATED WASTE MANAGEMENT BOARD** (CIWMB, State Employee) (FTE), Sacramento, California, Associate Programmer-Analyst, April 1996 – December 1999, (Move from FTE to Consulting)

- Associate Programmer-Analyst analyzed, designed, coded and supported complete applications in MS Access, MS FoxPro DOS / Windows, MS Visual FoxPro, MS Visual Basic, MS SQL Server & Crystal Reports
- Grants Info & Tracking System (“GRATIS”) – 6 Grants Units + Admin, 56 Users MS Visual FoxPro 5.0
- Training Management System ("Tramin") - Across 4 divisions, 15 Users, MS Visual FoxPro 5.0
- Workplans Information System (“WIS”) – All Board supervisors and Executive staff, 106 users MS FoxPro / SQL Server
- Ex Parte Correspondence Tracking System (“Ex Parte”) – Board Support Staff, 10 users MS FoxPro
- Schools Information System (“Schools”) – Public Education Section, 6 Users MS FoxPro & MS Access
- Designed and coded a 'Waste Awareness Quiz' in MS FoxPro-Windows incorporating extensive graphics and multimedia sound capabilities. Presented each year at the 1993-1996 California State Fairs, the Big East Expo in Massachusetts, hundreds of schools, and actually used by tens of thousands of people across the country (including both Warner Brothers and Disney).
- Assigned to create programming standards for the Waste Board’s 12 full-time programmers. Developed Graphical User Interface (GUI) Standards and assisted with Programming and Yourdan Methodology System Development Life Cycle (SDLC) Standards including review of others’ work for compliance. Formal training in Joint Application Development (JAD), and assigned to bring this information back to the team to teach other programmers.
- Provided technical consulting and assistance on numerous applications within the Board including:
  - Creation of MS Access training classes and User Groups (beginner and advanced)
  - Specifically chosen for special projects by Executive Staff including the Program Integration Plan & Integrated Training Initiative
  - Consulted on the design and development of over 20 MS Access applications managed by users

Environment: GUI, JAD, MS FoxPro, SDLC, MS Access, EasyCASE.

**Consulting Firm: Comsys**

**Client: STATE OF CALIFORNIA, CA DEPT OF PUBLIC HEALTH** (Consultant, Part-time), Sacramento, CA, Database Developer, January 2009 – October 2010, (Completed)

Analysis, design and development of an MS Access application to track and administer incoming and outgoing data resources, which included a slick sorting and filtering reporting mechanism.

Environment: MS Access.

**Consulting Firm: Staff-Tech**

**Client: US EPA - ENVIRONMENTAL PROTECTION AGENCY, Region 9** (Consultant, Part-time), San Francisco, CA, Database Developer, May 2009 – December 2009, (Completed)

Analyzed, enhanced, upgraded, migrated data, documented, and implemented an MS Access application which tracks underground injection wells, permits, inspections and violations for the Navajo Nation in Arizona and New Mexico.

Environment: MS Access

**ROB LYSS** (Consultant, Part-time), Sacramento, CA, Vehicle Database, Database Developer, June 2008 – June 2009, (Completed)

Designed and built application in MS Access 2007 and SQL Server 2005 to compare detailed vehicle technical specifications across different makes and models of autos. Built data import, extraction and data entry application in MS Access 2007 which automated the opening, extraction and moving of MS Excel source data files with 250 fields of data.

Environment: MS Access 2007, SQL Server 2005

**SINAIKO HEALTHCARE CONSULTING** (Consultant, Part-time), Los Angeles, CA), Database Developer, June 2009 – October 2009, (Prototype worked, but not adopted)

Designed and built a powerful application in MS Access 2007 for evaluating doctor's Medicare and insurance coding (revenue cycle services). Prototype included CPTs, diagnoses, modifications and physician evaluations for Henry Ford Medical Group in Detroit, MI.

Environment: MS Access 2007

**PRIMARY FUNDS, LLC** (Consultant, Part-time), Greenbrae, CA, Database Consultant, May 2006 – March 2008, (Completed)

Enhanced application to automate integration between MS Access and MS Excel including FTP operations.

Environment: MS Access, MS Excel

**Consulting Firm: MetaVista Consulting Group**

**Client: CALIFORNIA PUBLIC UTILITIES COMMISSION** (Consultant, Part-time), Sacramento, CA, Database Consultant, March 2007 – August 2007, (Completed)

Performed business analysis and requirements gathering for statewide Rail Safety Database FSR.

Environment: MS Access.

**PRODUCT & MARKETING DEVELOPMENT** (Consultant), Redwood City, CA, Database Consultant, January 2006 – May 2006, (Completed)

Successfully completed complicated data conversion project in MS Access.

Environment: MS Access.

**PROXIM WIRELESS CORPORATION** (Consultant, Part-time), San Jose, CA, Database Consultant, May 2006 – June 2006, (Completed)

Added functionality to MS Access 2003 database containing over 200,000 records.

Environment: MS Access 2003.

**Consulting Firm: KPMG INTERNATIONAL**

**Client: Greater Bay Bancorp** (Consultant, Full-time) Palo Alto, CA, Database Consultant, January 2005 – February 2006, (Completed)

- Designed, coded and implemented bank auditing database for federal SOX mandates in MS Access 2003. Required extensive importing of data from hundreds of formatted MS Word and MS Excel files.

- Updated a management application for tracking Clients, engagements and projects for entire western region.

Environment: MS Access 2003, MS Word, MS Excel.

**ROACH BROTHERS LOGGING** (Consultant, Part-time), Fort Bragg, CA, Database Consultant, May 2004 – February 2006, (Firm went out of business)

Designed and built a tracking system for their trucks, drivers, loads, and drops in MS Access 97 & 2000.

Environment: MS Access 97 & 2000.

**E\*TRADE FINANCIAL** (Consultant, Part-time), Corporate Security Department, Database Consultant, Sacramento, CA, May 2004 – June 2006, (Completed)

Designed, wrote and installed the employee travel tracking system for the entire company, world-wide called E\*TRAVEL. Written in MS Access 2003, it includes automated processing of standardized incoming emails into MS Outlook 2003.

Environment: MS Access 2003, MS Outlook 2003

**EUCPRODUCTS.COM OF CALIFORNIA**, Fort Bragg, CA, (Consultant, Part-time), Webmaster, May 2004 – Present, (On-going)

Created website for information and sales of fresh Eucalyptus pet products.  
Managed advertising on Google AdWords, Yahoo! Search Marketing and print publications.  
Included shopping cart implementation.

Environment: Google AdWords.

**MARIN CENTER FOR INDEPENDENT LIVING** (Consultant, Part-time), a non-profit corp. San Rafael, CA, Database Consultant, April 2004 – November 2005, (IT Mgr. Passed Away)

Worked remotely to analyze, fix, split and update personnel tracking system in MS Access 2000.  
Wrote extensive Search capabilities including video, using .ASP Pages and MS Access 2000.  
Web-based login and extensive Search capability using MS Access database and .ASP pages.

Environment: ASP, MS Access 2000

**CALIFORNIA CLOSETS COMPANY** (Consultant, Part-time), San Rafael, CA, Database Consultant, April 2004 – August 2005 (Completed)

Wrote a franchisee sales tracking application in MS Access 2003 that automatically strips data out of hundreds of incoming MS Excel 2003 files.  
Created automated interface between MS Access and MS Excel to fill spreadsheets with sales and forecast data.

Environment: MS Excel, MS Access 2003.

**INNOVATIVE SOLUTIONS** (Consultant, Part-time), Eldorado Hills, CA, Database Consultant, July 2004 – January 2005, (Completed)

Wrote app to provide complicated metrics for their policyholders. Created customized Import routines, calculated metrics and performed extensive detail/summary reporting in MS Access 2003.

Environment: MS Access 2003.

**AZTEK SYSTEMS** (Consultant, Part-time), Sacramento, CA, Database Consultant, June 2004 – February 2005, (Completed)

Enhanced application for tracking retail sales, installations and commissions in MS Access 2003.

Environment: MS Access 2003.

**CALIFORNIANS AGAINST WASTE** (Consultant, Part-time), Sacramento, CA, Database Consultant, May 2004 – May 2005, (Completed)

Made contact database send automated bulk emails using MS Access 2003 & MS Outlook 2003.

Environment: MS Access 2003, MS Outlook 2003.

**Consulting Firm: Staff-Tech**

**STATE OF CALIFORNIA: CALIFORNIA ENERGY, COMMISSION**, (Consultant, Part-time), Sacramento, CA, Database Consultant, December 2003 – March 2004, (Completed)

Bug-fixes and enhancements to an extensive Grant & Loan tracking system in MS Access 2003, integrated with MS Word 2003, with a SQL Server back-end and reporting services.

Environment: MS Access 2003, SQL Server 2000

**CALIFORNIA SPEECH-LANGUAGE-HEARING ASSOCIATION** (Consultant, Part-time), Sacramento, CA, Database Consultant, June 1999 – September 2005 (Completed)

Designed, wrote and supported 2 apps, a complete Membership management system (over 8,000 members) and a Conference registration tracking system in MS Access 2000/2003. Includes reports which integrate with MS Word 2000 and using Contact data from MS Outlook 2000.

Environment: MS Access 2000/2003, MS Word 2000, MS Outlook 2000.

**PACIFIC LANDSCAPE SYSTEMS** (Consultant, Part-time), Sacramento, CA, Database Consultant, September 2003 – February 2004 (Completed)

Developed an integrated interface to connect data submitted from the web into MS SQL Server 2003, using MS Access 2003 for administrative data entry, then export accounting-related data into PeachTree Accounting. Designed and built a Service Request, Payroll and Invoicing application using their wide-area network in MS Access 2003 and MS SQL Server 2000 including SQL Reporting Services and connections to GoldMine and QuoteWerks.

Environment: MS Access 2003, MS SQL Server 2000.

**STATE OF CALIFORNIA: CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD (CIWMB)** (Consultant, Part-time), Sacramento, CA, Database Consultant, February 2004 – May 2004, (Completed).

Modified application to convert QuickBooks Pro 2005 data into MS Access 2000 then to an ASCII export file to be uploaded to CIWMB's website. Customer is a large waste tire hauler in Portland, OR.

Environment: QuickBooks Pro 2005, MS Access 2000, Digital Cows

**PUREPROS** (Consultant, Part-time), Sunnyvale, CA, Database Consultant, May 2004 – June 2004 (Completed)

Wrote commercially distributed import and formatting app in MS Visual Basic 6 & MS Excel 2003.

Environment: MS Visual Basic 6, MS Excel 2003.



**SACRAMENTOMIDTOWN.COM** (Consultant, Part-time), Sacramento, CA, Database Consultant, May 2004 – July 2004, (Completed)

Analyzed, fixed and updated customer membership tracking system in MS Access 2000.

Environment: MS Access 2000.

**WIND AND WEATHER** (Consultant, Part-time), Fort Bragg, CA, Database Consultant, January 2002 – February 2004, (Firm was sold)

Analyzed complete system re-write and did prototype menu, screens & app framework in MS Visual FoxPro 6. Development work in FoxBase, training in MS Access. Completely automated download, conversion and FTP process with no human intervention MS FoxPro, MS Access 2003, FTP & .BATch files (DOS)

Environment: MS FoxPro, MS Access 2003, FTP & .BATch files (DOS)

**COLLEGE OF THE REDWOODS** (Associate Faculty), Fort Bragg, CA, Database Consultant, January 2003 – May 2005, (Completed, twice)

Developed and twice presented a 1.5 credit college course “CIS 86: Creating Web Pages with HTML”.

Environment: HTML.

**2GETHELP**, subsidiary of 2GetHelp, Inc. (Consultant) Fresno, CA, Database Consultant, May 2002 – April 2003, (Completed)

As director, developed concept and business plan to get new company funded and started. Designed, programmed & posted a website providing emotional support and guidance to the masses, using NetObjects Fusion 7 / DreamWeaver MX, Fireworks MX & WS-FTP.

Environment: NetObjects Fusion 7. DreamWeaver MX. Fireworks MX. WS-FTP.

**Consulting Firm: Staff-Tech**

**Client: STATE OF CALIFORNIA: DEPT OF DEVELOPMENTAL SERVICES** (Consultant, Part-time), Sacramento, CA, Database Consultant, June 2003 – December 2003 (Completed)

Designed, wrote and installed a job tracking application in MS Access 2003 integrated with MS Outlook 2003.

Environment: MS Outlook 2003.

**CAMELLIA CITY LANDSCAPE MAINTENANCE** (Consultant, Part-time), Sacramento, CA, Database Consultant, May 2001 – March 2003, (Firm closed)

Using RAD/JAD, designed and wrote a powerful Service Request, Billing & Payroll application in MS Access 2000, integrated with data import and export procedures into Intuit's QuickBooks Pro 2000, 2002.

Environment: RAD, JAD, QuickBooks Pro 2000, 2002.

**SUPERIOR NATIONAL INSURANCE GROUP / KEMPER INSURANCE** (Consultant, Part-time), Woodland Hills, CA, Database Consultant, May 1999 – February 2001, (Completed)

Wrote 6 apps in MS Access '97, 2000, MS VB6 and MS SQL Server 2000, tracking Archive Records, Security Badges, Building Leases, Equipment and Assets, Claims File (over 300,000 records using barcode scanning)

Environment: MS Access '97, 2000, MS VB6, MS SQL Server 2000

**STATE OF CALIFORNIA: DEPT OF HEALTH SERVICES** (Consultant, Part-time), Sacramento, CA, Database Consultant, February 2001 – March 2001, (Completed)

Analyzed the upgrade & modification needs of app to track Inspectors in MS Access 2000 & MS SQL Server 2000

Environment: MS Access 2000, MS SQL Server 2000

**HEALTH NET / FOUNDATION HEALTH SYSTEMS** (Consultant, Part-time), Sacramento, CA, Database Consultant, June 1999 – July 2001 (Completed)

Designed, coded and managed an extensive Postage equipment management system in MS Access '97. Managed the creation of a Budget tracking system and P.O. Box database in MS Access '97 & MS Word '97.

Environment: MS Access '97 & MS Word '97.

**CAPITAL CHRISTIAN SCHOOL** (Consultant, Part-time), Sacramento, CA, Database Consultant, June 1999 – April 2001, (Completed)

Wrote a Donor/Procurement tracking app in MS Access '97 for DREAMS Auction '97-'00 fund-raising events

Environment: MS Access '97 for DREAMS.

**Consulting Firm: Staff-Tech**

**Client: STATE OF CALIFORNIA: DEPT OF PARKS & RECREATION**, (Consultant, Part-time), Sacramento, CA, Database Consultant, April 2000 – June 2001, (Completed)

- Designed and wrote a state-wide Housing Agreement creation and tracking system in MS Access '97 and MS SQL Server 2000, which used office automation to generate contracts and reports in MS Excel '97
- Wrote a sign inventory and ordering system for the warehouse in MS Access '97
- Designed and wrote a Survey & Reporting application for Archeological sites in MS Access '97

Environment: MS SQL Server 2000, MS Access '97.

**Consulting Firm: Staff-Tech**

**Client: STATE OF CALIFORNIA: BOARD OF CORRECTIONS** (Consultant, Part-time), Sacramento, CA, Database Consultant, August 2000 – May 2001, (Completed)

Designed and wrote an extensive Training Mgt. System in MS Access 2000 and MS SQL Server 2000.

Environment: MS Access 2000, MS SQL Server 2000.

**Consulting Firm: Staff-Tech**

**Client: STATE OF CALIFORNIA: DEPT. OF SOCIAL SERVICES, STATE HEARINGS DIVISION** (Consultant, Full-time), Sacramento, CA, Database Consultant, May 1998 – August 2000, (Completed)

Lead Programmer for the analysis, design, coding and implementation of an extensive Office-automation project using MS VB 6, MS Access '97, FileMaker Pro, MS Word, MS FrontPage and MS Outlook. Application GUI was HTML pages, with links to MS VB apps (.EXEs) and an MS Access front-end, both linked to an MS Access back-end. Also included a Hearing Decision Wizard that automated the creation of complicated "Decision" documents in MS Word, using templates and extensive Visual Basic for Applications (VBA) code. All data was distributed nightly through automated Replication.

Environment: GUI, HTML, MS VB 6, MS Access '97, FileMaker Pro, MS Word, MMS VB apps, MS Outlook.

**DIGITAL RESEARCH** (name changed to ACCUAN) (Consultant, Part-time), Sacramento, CA, Database Consultant, June 1996 – July 2000 (Completed)

Wrote Search Mgt system in MS Access 2000 including extensive MS Office automation using MS Word, MS Outlook, MS Excel, QuickBooks Pro import/export, WinFax Pro  
Creating a automated process to upload data via an .ASP page and then processing responses

Environment: MS Word, MS Outlook, MS Excel,

**ADTRAX REVIEW & RESULTS** (Consultant, Part-time), Sacramento, CA, Database Consultant, September 1999 – October 2000 (Completed)

Wrote and supported a commercial Contact management app in MS FoxPro 2.6 and MS Visual FoxPro 6.0 including distribution via disks and CD, monthly updates, FTP site & tech support.

Environment: MS FoxPro 2.6 and MS Visual FoxPro 6.0,

**CONFI-CHEK PRIVATE INVESTIGATIONS** (Consultant, Part-time), Sacramento, CA, Database Consultant, May 2000 – September 2000 (Completed)

Converted accounting data from Invoicing software to QuickBooks Pro, using MS Access '97 and ASCII text.

Environment: QuickBooks Pro, using MS Access '97 and ASCII text.

**AMERICAN PROVIDERS** (Consultant, Part-time), Sacramento, CA, Database Consultant, June 2000 – August 2000 (Completed)

Designed and wrote a detailed, multi-user Client tracking and reporting database in MS Access '97

Environment: MS Access '97

**BUSINESS INSURANCE GROUP** (Consultant, Part-time), Sacramento, CA, Database Consultant, September 1999 – June 2000, (Completed)

Consulted on network setup, conversion and archive of MS Access 2.0 program and data  
Performed Y2K compliance & Client/Server modifications to Lease Management app in MS Access 2.0, '97

Environment: MS Access 2.0, '97

**Consulting Firm: Staff-Tech**

**Client: STATE OF CALIFORNIA: DIV. OF THE STATE ARCHITECT, ASBESTOS PROGRAM**  
(Consultant, Full-time), Sacramento, California, Database Consultant, January 1995 – April 1996, (Completed)

- Database Developer designed, managed, coded and supported MS FoxPro & Crystal Reports application to input, validate and report on asbestos survey data collected by environmental engineering consultants to the State.
- Database Mentor managed 3 student programmers through all system development stages as they created an asbestos abatement application in MS FoxPro-DOS for their year-long MIS Senior Project at the CSU, Sacramento.
- IT Professional assisted in installation of a 65-node Macintosh-AppleTalk network.

Environment: MS FoxPro, Crystal Reports, MS FoxPro-DOS, Panaroma (MAC).

**STATE OF CALIFORNIA: CALTRANS** (Consultant, Part-time), Sacramento, CA, Database Consultant, January 1999 – February 2000, (Completed)

Co-wrote a Budget tracking and reporting system in MS Visual FoxPro-Mac

Environment: MS Visual FoxPro-Mac.

**SACRAMENTO COUNTY: DEPT. OF HUMAN ASSISTANCE, WELFARE FRAUD**, (Consultant, Full-time), Sacramento, CA, Database Consultant, August 1997 – April 1999 (Completed)

Automated a legislatively mandated process for detecting Welfare Fraud. Successful completion of the project required extensive customer contact (numerous JAD sessions, training and political maneuvering) as well as complicated download from mainframe, data parsing, data validation and conversion into MS Access '97.

Environment: JAD, MS Access '97.

**SACRAMENTO COUNTY: ANIMAL CONTROL AND REGULATION** (Consultant, Part-time), Sacramento, CA, Database Consultant June 1998 – January 1999, (Completed)

Wrote program to track and print over 5,000 dog and cat license renewal notices and late notices per month. Written in MS Access '97, linked to over 1,000,000 records in MS FoxPro database tables. Wrote complicated statistical summary report in MS Access '97 with over 350 calculations on 1 page.

Environment: MS Access '97.

**QST ENGINEERING** (Consultant, Part-time), Martinez, CA, Database Consultant, May 1996 – August 1999 (Completed)

All code and reports written in MS Access 2.0/'97 or MS FoxPro 2.6 on a variety of lead-based paint (LBP) and asbestos survey and abatement applications for use on laptops (for field engineers and surveyors) and on networked, multi-user desktop workstations (for project managers and upper management).

Subcontractor to ESE for the following customers: City of Oakland, San Francisco Housing Authority, San Francisco Unified School District, Sharpe Army Depot, Contra Costa County, Monterey County

Environment: MS Access 2.0/'97 or MS FoxPro 2.6,

**RGA ENVIRONMENTAL** (Consultant, Part-time), Emeryville, CA, Database Consultant, August 1998 – December 1999 (Completed)

Developed an automated document creation application in MS Access and MS Word '97  
Wrote an asbestos reinspection app for Oakland USD in MS Access '97 using Data Replication with laptops

Environment: MS Access '97.

**PRIDE INDUSTRIES** (Consultant, Part-time), Sacramento, CA, Database Consultant, August 1998 – December 1999, (Completed)

Managed project to design, write and install a Warehouse management app in MS Access '95.

Environment: MS Access '95.

**GALSON AND ASSOCIATES** – (Consultant, Part-time), Berkeley, CA, Database Consultant, August 1997 – June 1998 (Completed)

As Project Manager for year-long data conversion project, responsibilities included contract negotiation and fulfillment of MBE/WBE/DVBE subcontracting requirements, hire/fire responsibility and day-to-day management of programmers and data entry personnel, as well as extensive hands-on database work. Project scope included writing programs to perform audit corrections, validation and conversion of over 45,000 records in 6 non-uniform databases from a flat-file format into multi-file, relational database structures in MS FoxPro.

Performed extensive modifications and enhancements to commercial MS FoxPro-DOS application to import, validate and report on XRF lead paint surveys for U.S. Air Force bases across the country.

Environment: MS FoxPro-DOS, MS FoxPro.

**FOUNDATION HEALTH SYSTEMS** (Consultant, Part-time), Sacramento, CA, Database Consultant, August 1997 – October 1998 , (Completed)

Re-wrote, enhanced and installed a complicated New Facility Project tracking system in MS Access '97

Environment: MS Access '97

**THE MONEY STORE** (Consultant, Part-time), Sacramento, CA, Database Consultant, April 1998 – June 1998, (Completed)

Converted a complicated QuattroPro app to MS Excel including menus, buttons, lookup tables and VBA code

Environment: MS Exce.

**COMPUCOUNSEL CONSULTING** (Consultant, Part-time), Sacramento, CA, Database Consultant, October 1997 – January 1998 (Completed)

Helped convert an Emergency Medical System (EMS) app from MS FoxPro-DOS to MS Visual FoxPro 5.0

Environment: MS FoxPro-DOS, MS Visual FoxPro 5.0

**DYNAMIC POOLS** (Consultant, Part-time), Sacramento, CA, Database Consultant May 1996 – June 1998, (Firm was sold)

Designed, coded, and installed complete accounting/billing system in MS Access 2.0

Environment: MS Access 2.0

**BAREFOOT VINEYARDS** (Consultant, Part-time), Sonoma, CA, Database Consultant, November 1996 – January 1998 (Completed)

Built database to track wholesalers and trucking schedules in MS FoxPro 5.0

Environment: MS FoxPro 5.0.

**THE KITCHEN** (Consultant, Part-time), Sacramento, CA, Database Consultant January 1997 – May 1997, (Completed)

Designed, coded and installed complete food catering management, proposal and reporting system in MS Access 2.0

Environment: MS Access 2.0

**PROFESSIONAL SERVICE INDUSTRIES** (Consultant, Part-time), Lafayette, CA, Database Consultant, May 1997 – December 1997, (Completed)

Managed extensive asbestos survey reporting project in MS FoxPro 2.5-DOS.

Environment: MS FoxPro 2.5-DOS.

**CITY OF OAKLAND, MODERNIZATION DEPARTMENT** (Consultant, Part-time), Oakland, CA, Database Consultant, May 1997 – December 1997, (Completed)

Converted asbestos-related building survey data from MS Access 2.0 to mini computer data format.

Environment: MS Access 2.0

**SCA ENVIRONMENTAL** (Consultant, Part-time), Berkeley, CA, Database Consultant, August 1996 – June 1997 (Completed)

Created earthquake preparedness application for Levi Strauss in FileMaker Pro and converted an Asbestos management system from MS FoxPro 2.0-DOS to MS FoxPro 2.6-Windows

Environment: FileMaker Pro, MS FoxPro 2.0-DOS, MS FoxPro 2.6-Windows

**ADAMS TRUCKING/ADAMS AIR CARGO** (Consultant, Part-time), Woodland, CA, Database Consultant, January 1995 – April 1996, (Completed)

Designed, coded and installed interstate semi-truck mileage tracking system in MS FoxPro 2.5-DOS

Environment: MS FoxPro 2.5-DOS

**THE NEWSPAPER NETWORK** (TNN, A McClatchy Company), (Consultant, Part-time), Sacramento, CA, Database Consultant, January 1995 – June 1995 (Fired for installing new version right before going on vacation, even though it was approved)

Built standard and ad hoc reports, and upgraded their multi-office billing system, using dBase IV & pcAnywhere.

Environment: dBase IV & pcAnywhere.

**WIENRAUB, GENSHEA AND SPROUL LAW CORPORATION** (Consultant, Part-time), Sacramento, CA, Database Consultant, January 1995 – February 1995, (Completed)

Researched and documented an 85-node PC network wiring scheme in preparation for office move.

Environment: PC network wiring

**HANOVER INSURANCE** (FTE), Sacramento, CA, Database Consultant, June 1993 – May 1995 (Completed)

Administered 64-user Novell network and wrote code for a variety of apps in R:Base 3.0.

Environment: R:Base 3.0.

**HEALD BUSINESS COLLEGE** (Faculty, Part-time), Sacramento, CA, Database Consultant, January 1994 – May 1994, (Completed)

Taught night courses in dBase III+, WordPerfect, DOS and Lotus Symphony.

Environment: WordPerfect, DOS.

**ERNST & WINNEY / ARTHUR YOUNG ACCOUNTING** (Temp, Full-time), Sacramento, CA, Database Consultant, June 1993 – August 1993 (Full-time Employment)

Assisted in company merger, networking their PC and Mac computer systems.

Environment: MS Office Suite.

**PACIFIC BELL LEGAL DEPARTMENT** (Temp, Part-time), Sacramento, CA, Database Consultant, April 1993 – June 1993, (Completed)

Upgraded and streamlined word processing functions on Data General hardware.

Environment: hardware

**WESTERN IMPRESSIONS** (Consultant, Part-time), Sacramento, CA, Database Consultant, February 1992 – May 1993, (Completed)

Designed and co-wrote an order tracking and customer billing application in dBase III+.

Environment: dBase III+

**CONNECTING POINT OF AMERICA**, (FTE), Denver, CO, Vice President, April 1982 – January 1992, (Move to CA)

Salesman, Sales Manager, Hardware Merchandise Manager and VP-Merchandising for chain of franchised retail computer stores.

Environment: MS Office Suite.