

Profile

A client-focused, Senior Information Technology professional with ten years experience in leadership, and demonstrated accomplishments across most aspects of Information Technology. I am results-driven and convicted to the principle that Information Technology must support the goals of an organization.

Areas of Expertise

- Mergers and Acquisitions –
Led / contributed in several post merger and acquisition IT related activities, resulting in successful integration of companies
 - Coordinated Infrastructure connectivity between companies
 - Led mail system integration between companies
 - Implemented policies and procedures at acquired company
- Strategic Planning -
Collaborated with senior leadership to identify long-term IT initiatives that would enable increased customer satisfaction
- Employee Management -
Implemented new hiring procedures for the IT Department, increasing the quality of the employees that were hired
- Project Management-
Led multiple IT projects delivering all projects on time and on budget
- Hardware/Software analysis -
Evaluated and recommended software and hardware upgrades focused on increasing productivity and system availability
- Disaster Recovery-
Designed and tested initial disaster recovery procedures for key systems, reducing downtime resulting from system failure
- Security and Firewalls -
Managed firewall implementations delivering increased security for client data and intellectual property

Selected Achievements

- Completed multiple merger and acquisition IT integrations on schedule with minimal impact to the business
 - Coordinated Infrastructure connectivity between companies with no disruption to current infrastructure
 - Led mail system integration between companies to one hosted mail system with minimal disruption to employee emails
 - Coordinated with Human Resource to maintain data integrity and security during personnel changes
- Created & implemented new IT policies & procedures for Federal Regulations, resulting in passing our first SOX audit by external auditors
- Responsible for multiple office relocations & expansions resulting in minimal downtime and disruption to the company
- Implemented new Help Desk tracking system, reducing duplication of efforts, and increasing accountability of IT employees
- Improved the stability & reliability of e-mail systems by migrating to a new application, resulting in increased system availability, and reducing the maintenance required on the mail systems
- Led a series of data center upgrades, generating annual savings of over \$3MM

Employment History

Sixteen years experience with Oracle and its acquisition companies, in increasing areas of responsibilities, in Texas and Georgia. In my current role of Sr. Project Manager, I am responsible for the execution of the Financial Management Processes for the organization's Global IT group.

1994-
present

- Co-led a team to reengineer processes eliminating late executed maintenance contract renewals to obtain significant savings for Oracle
- Performed audit and indentified \$2MM in budget overages. Developed recommendations for procedure changes to ensure future compliance
- As part of the ITIL implementation, I assisted the Process Manager in improved reporting and transparency of IT Financials through the design and implementation of the Financial Management Process
- Developed, with the process manager, the Strategic Business Plan Process for the ITIL implementation
- Led post acquisition integration of IT after the Oracle acquisition
- Point person for Skywire during the relocation of office and facilities Completed relocation on time and on budget
- Received ITIL v3 Foundation Certification

2008-
present

Skywire Software/Docucorp

IS Manager (Associate IT Manager 2002 – 2007)

2007–2008

- Led post acquisition integration of IT after the Skywire acquisition. My contributions were recognized by my being awarded MVP of the IS Department by the CEO for my efforts and results during the integration
- Managed staff providing full range of IT Services to the company
- Developed and implemented new policies and procedures for SOX 404 Compliance, resulting in passing first audit by an independent audit firm.
- Coordinated with management and cross-functional departments to insure IT capabilities were meeting their needs.
- Directed hardware/software implementations and network infrastructure upgrades resulting in increased system resources and availability.
- Developed and maintained high-level business continuity plan.
- Teamed with the V.P. of Information Systems to integrate IS teams, processes, and systems in corporate merger.
- Served as the Project Manager for mail integration and outsourcing through merger and corporate restructuring.

- Associate IT Manager / Coppell, TX & Atlanta, GA

1998-2002

- Senior LAN Administrator / Dallas, TX

1998

- LAN Administrator / Dallas, TX

1997

- Associate LAN Administrator / Dallas, TX

1996

- Client Support Analyst/Client Services Rep / Dallas, TX

1994-1996

- Consultant for PhaseWare

2005-2010

Education and Certifications

B.B.A. Business Computer Information Systems - University of North Texas

1995

ITIL Foundation Certification v3

2009

PMP Certification Prep I

2010

PMP Certification Prep II

2011

Community Involvement

Chamberlain Performing Arts – Board of Directors

Wylie 2008 Solid Waste Citizens Committee – Committee Member

Achievements and Organizations

Leaders Choice Award - Q3 FY10 – Oracle

Way to Go Awards – Q1FY10 - Q1FY11 - Q2FY11 – Oracle

MVP of the IS Department – Skywire Software

Eagle Scout

Phi Chi Theta Business Fraternity