

## OBJECTIVE

I have significant technical knowledge and management experience, which I would like to utilize in helping others meet their goals. I am a creative person and I am interested in positions that provide me with opportunities to use my creativity for worthwhile purposes.

I would prefer to work for an organization that is committed to thinking and working outside of the box. I am particularly interested in organizations who utilize their human resources in creative and meaningful ways.

## SUMMARY

- I have many years of project management and technical writing experience.
- I have worked for the J.C. Penney Information Technology department, and I have had contract assignments with Ericsson Communications, Sabre, and American Airlines.
- I received an Associates Degree from El Centro College with a GPA of 3.88. I continued my education at the University of Texas at Dallas, and Dallas Baptist University.
- I am a fluent user of Microsoft Project Manager, Microsoft Office XP, Visio, Dreamweaver MX, Camtasia Studio, and many other software applications.
- I can code in HTML, Cascading Style Sheets, and PHP/MySQL
- I have taken courses in Search Engine Optimization
- My interests include, time management and productivity, eMarketing, creative development, mind mapping, reading, public speaking, teaching and writing.

## EXPERIENCE

*Stuckey Architects – Construction Document Technologist – April 2008 to December 2008  
Weatherford, Texas*

- Prepared Construction Specification Documents
- Developed and Implemented Marketing Programs
- Responsible for support of office automation

*Akin Associates – Business Consultant - Jan. 2005 to Present  
Dennis, Texas*

- Web Site Design and Maintenance
- Business Planning
- Writing

*Parker County Government - County Commissioner - Jan. 2001 to December 2004  
Weatherford, Texas*

- Managed Precinct 3 Road and Bridge Maintenance Operations
- Developed and managed the budget for Precinct 3
- Collaborated with the county judge and other county commissioners in the development

- and administration of the Parker County budget.
- Collaborated with the county judge and other county commissioners in conducting the business of the county

*Maxim Group – Technical Writer for Ericsson – Feb. 1999 – January 2001  
Dallas, Texas*

*Texas Trust Credit Union – Software Specialist – Feb. 1998 – Feb 1999  
Grand Prairie, Texas*

*Alternative Resources – Project Manager assigned to Sabre & American Airlines – July 1997 –  
Feb. 1998  
Hurst, Texas*

*J.C. Penney Co., Inc. – Senior Project Manager – July 1973 – Feb. 1996  
Dallas, Texas*

## **EDUCATION**

EL CENTRO COLLEGE – Dallas, Texas  
Associates of Applied Arts and Science Degree – Degree conferred May, 1975  
Concentration: Management – GPA 3.88

UNIVERSITY OF TEXAS – Dallas, Texas 1975  
Emphasis – General Studies

DALLAS BAPTIST UNIVERSITY – Dallas, Texas 1993  
Emphasis – Management

CONSTRUCTION SPECIFICATION INSTITUTE – 2008  
Certified Construction Document Technologist

## **COMPUTER AND TECHNOLOGY SKILLS**

- HTML
- Microsoft Access
- Microsoft Project
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Requisite Pro
- Clear Case
- Help and Manual
- ScreenPrint32
- Active E-Book Compiler
- Camtasia Studio
- ClearQuest
- ROBOHELP
- Dreamweaver MX
- Visio
- Cascading Style Sheets
- CGI/Perl
- PHP
- MySQL
- Adobe Photoshop
- BrainStorm
- NetStudio Easy Web Graphics

## INTERESTS

- Time Management and Productivity
- Creative Development
- Motivation and Self Development
- Public Speaking
- Reading
- Teaching
- Writing
- Mind Mapping