

## SUMMARY

Data Processing with experience in the Business Telephone Directory industry. Specific expertise in macro development, proofing, and data entry. Known for solving problems, producing highly accurate output, being backup for leads, and taking on more responsibilities.

Also worked briefly as a QC Inspector for radiachromic dosimeters.

Technical skills include

- Macro Development in MS Excel
- HTML/XHTML/CSS
- SQL/PHP/XML
- Intermediate user of Adobe Reader (comment/mark-up)
- JavaScript/jQuery
- SEO

## PROFESSIONAL EXPERIENCE

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**EDMONDS COMMUNITY COLLEGE**, Lynnwood, WA **March 2013-June 2013**

### ADVANCED LAB TECH

Responsible for assisting other students with questions for web development classes.

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**VOLT**, Redmond, WA **March 2011-June 2011**

### GAME TESTER

Responsible for testing Xbox 360 hardware for specified use cases.

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**SUPERMEDIA LLC**, Everett, WA **October 2004-July 2010**

### Data Processing Technician

2006-2010

Responsible for converting files, processing of daily in-house stats, and data entry of the “free” one line yellow-page listings of the telephone book.

- Was assigned new responsibility for backing up supervisor, sending work overseas, quality checking their work, and filing of all finished files.
- Took the initiative to solve multiple problems impacting productivity and accuracy of data by repeatedly updating and improving an Excel macro to add new functionality. Had to educate myself how to write Excel macros.
  - Increased accuracy of data in files by both implementing filters with error checking into a macro and by manually checking for unwanted information that the macro does not check.
  - Increased conversion rate of supplier data files into required format by additional updating of macro. Further increased the conversion rate by updating the macro to include functionality for new file types.
  - Increased productivity of working files by sorting files while keeping related information together according to standards for the appropriate grouping.
  - Decreased company costs by programming the macro to remove unneeded telephone book listings from files so that outsource would not get paid in error for working on these listings
  - The macro described above formatted all yellow-page listing files used by the in-house market expansion team, 3 overseas sub-contractors, and the office that absorbed our work when shut down.

### Data Entry

2004-2006

Responsible for data entry of the free one-line yellow-page listings of the telephone book.

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## EDUCATION

- **Web Application Developer ATA**, Edmonds Community College, Lynnwood, WA 2012 – 2013
- **Computer Science**, 55/120 credits, Montana State University, Bozeman, MT 1999 – 2003
- **Pre-Computer Science**, 114/180 credits, University of Washington, Seattle, WA 1995 – 1998