

EXPERIENCE

Water For People, Denver, CO (as of June 2008)

IT Systems Manager

- Developed a Grant Solutions for support and technical needs of both Domestic and International Offices
- Holds primary responsibility for managing the Global IT Budget of the Organization 350K
- Successfully came in under budget by receiving Grants from Cisco and HP
- Successfully trained staff on new systems (VPN, Webex, Helpdesk, Office 2010, Tap Portal, Netsuite, Team Viewer and Raiser's Edge.
- Successfully anticipated and analyzed current and future needs of the organization and applied current technical solutions in a cost effective manner to maximize efficiency of the organization to accomplish its mission, goals, and objectives.
- Decreased the monthly IT support cost from \$9,000 to \$3,000 currently
- Supported the migration from Peachtree to Netsuite a global accounting system
- Implemented a Helpdesk solution for the all international offices (South America, Central America, India and Africa.
- Successfully Managed the Donor Database Raiser's Edge.
- Entered donations \$300K - \$500K
- Managed year end donation letters
- Manages Global Exchange List and Calendaring Systems
- Works with sensitive information including emails, financial and HR related Items

Dutch Sheets Ministries, Colorado Springs, CO

Special Events Manager & Graphic Designer, September 2004 to July 2007

- Held primary responsibility for ensuring excellent communication with high end donors, including submitting timely and well written reports, keeping donors informed of major developments, and monitoring financial expenditure of grant funds)
- Worked closely with the President and lead Pastors.
- Managed all conferences (100 - 2,000 Attendees): tasks included but not limited to travel arrangements, registration, budgets, speaking schedule, speakers special needs, and transportation.
- Gained extensive experience in preparing special events, budgets, and managing my managers.
- Increased revenue by 30% in sales.
- Successfully managed Marketing and Communication to Donors.
- Assisted in planning and organizing donor workshops throughout the US.

Praise Christian Center

Youth Leader, 1997 to 2001

- Assisted Pastor with all administrative task
- Held Registration for all events

Helena Laboratory, Beaumont, TX

Temp Lab Assistant, 1996

- Performed data entry and projects as assigned

Marketing Analysis, Inc., Nederland, TX

Seasonal Publications Assistant, 1996

- Analyzed orders and prepared large shipments of publications to international destinations

Baskin Robins, Beaumont, TX

Part-time Scheduling Manager, 1995

Managed the schedule of all employees

ADDITIONAL

Computer Proficient (Mac and PC): Advanced MS Office application skills, including Outlook and PowerPoint, Internet Research, Donor Databases, Online Survey tools, Netsuite, QuickBooks, Raiser's Edge, WebEx, VPN, Team Viewer, Adobe Photoshop and Adobe Acrobat and Server 2008 Active Directory and more.

EDUCATION

The Art Institute of Colorado

Mac OS X Support Essentials and Server Essentials Certificate (Dec 2011)

Lamar University, Beaumont, TX (2000-2001)

Studied Criminal Justice

National American University, Colorado Springs, CO (2005)

Studied Computer Support Specialist

Lodestone Digital, Charlotte, NC (2006)

Certificate in Adobe Photoshop

Advanced

Certificate Adobe Acrobat Advanced

Timothy and Ruth (Masters Commission) (1998-1999)

Certificate of Completion

Living Waters Christian Academy (1994-1997)

High school Diploma

