

Kathy Bateman
Vienna, VA 22181
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Work Experience – as relates to Training

Present – Training Instructor, DC/VA/MD

Contract instructor for beginner, intermediate, advanced, and expert courses in Microsoft Office (Access, Excel, Word, Outlook, Powerpoint), Visio, Sharepoint, Excel VBA, HTML, Dreamweaver, XML (Intro), Windows Vista, Microsoft Project, (beginner) Publisher, and transitioning from Word Perfect to Word.

Present – Freelance tutoring

Tutored adults in use of Microsoft Access, Dreamweaver and Photoshop. Also assist individuals and companies with resolution of complex formatting issues with Microsoft Word and Excel.

Senior IT Project Manager

9/2007 – Present The Center for Audit Quality, Washington, DC

Oversee all aspects of information technology needs. Trained other IT person in use of Dreamweaver, css, and other software tools. Served as primary resource for all staff when they encountered complex formatting and other issues related to usage of Microsoft Word, PowerPoint, and Excel. Trained staff and external consultants in use of Central Desktop (similar to Sharepoint).

IT Specialist

12/2003 – 9/2007 U.S. Securities & Exchange Commission, Washington, DC

Served as project liaison between the business division and Information Technology division for enhancements to the major software system utilized by the Office of Investor Education and Assistance. Performed specialized training for staff of approximately 25 in the use of custom built correspondence management software generated by the IT department, and in the use of a custom add-on application I wrote in VBA inside Microsoft Access. Participated as a speaker in an internal (all staff) security training seminar – I spoke on the subject of internet security. Served as primary resource for all staff when they encountered complex formatting and other issues related to usage of Microsoft Word, PowerPoint, and Excel.

Adjunct Faculty

2001 – 2003 Piedmont Virginia Community College, Charlottesville VA

Taught beginner, intermediate, and advanced level courses in Microsoft Word, Microsoft Access, Microsoft Excel, PowerPoint, Microsoft Project, Microsoft Outlook, Internet Basics, FrontPage, Adobe Acrobat, Microsoft Windows, and html programming. Classes taught included both Open Enrollment courses as well as contract courses for specific clients, some of whom specifically requested me as the instructor for all of their series.

Adjunct Faculty

2002 J. Sergeant Reynolds Community College, Richmond VA

Taught Crystal Reports classes.

President

9/1993 - 12/2003 Bateman Solutions, Inc., Charlottesville, VA

Performed a wide variety of information technology work for a variety of clients of various sizes. *Training projects* included:

- Created and taught a quick-start seminar for the entire staff (approx. 500 attendees) of the City of Charlottesville local government offices. This seminar was a quick-start lesson for everyone when preparing to convert from an HP eMail system, to a Microsoft Exchange Server and client solution. I was project manager of all aspects of the project as well.
- Created and taught a “train the trainers” series of classes which trained key individuals in the various divisions of the City of Charlottesville government offices, to establish a peer support system for the upcoming email conversion.
- Taught Microsoft Project in a classroom setting, to all the Directors of the City of Charlottesville local government.
- Taught Microsoft Office courses in a classroom setting at SNL Securities
- Taught Microsoft Office courses in a classroom setting for the Social Services department of the City of Charlottesville local government
- Taught classes to senior management of UVA Health Services Foundation, the subject matter of which was how to use a large-scale customized project management system I had developed/customized for use by senior management in tracking high priority projects.
- Taught Internet basics seminar at Westminster Canterbury retirement home
- Taught a custom-built course to a Law Firm, the subject of which was how to make the switch from Word Perfect to Microsoft Word
- Taught eMail classes to the police department at the City of Charlottesville government
- Performed literally hundreds of individual training sessions to a very wide variety of individuals, in the following software packages: Microsoft Word, Microsoft Access, Microsoft Excel, Microsoft PowerPoint, Outlook, Internet Basics, FrontPage, Crystal Reports, Goldmine, TimeSlips, Microsoft Project, PVCS Version Control, Adobe Illustrator, Windows, scanning, general computer use, and anything else that arose in clients’ daily needs.

Computer Specialist

8/1992 - 9/1993 Insurance Institute for Highway Safety, Ruckersville, VA

Responsible for all aspects of microcomputers at this location. Conducted individual training sessions with staff in usage of standard office software as well as Great Plains, and other specialized software.

Manager of System Services (promoted from Design Analyst)

11/1988 - 8/1992 Berman Technologies Corp., Charlottesville, VA

Supervise Systems Services Department responsible for providing project design and technical assistance to outside developers, developing installation and other utility programs, developing user and technical documentation, developing training courses and manuals, training end users and distributors, liaison between end users / distributors and in-house programming staff, and software error analysis. Design and program application demonstrations which are distributed with CSM; provide technical support to distributors on an International level -- including but not limited to analysis and enhancement of their design (on both a software and system level), communications troubleshooting, integration of CSM with various other software and hardware, and basic user support; liaison between BTC and their support groups; programming (in 'C') device drivers to interface CSM with other software and hardware; liaison between end users and distributors, and the BTC programming staff.

Applications Programmer

11/1987 - 11/1988 Checkfree Systems, Inc., Westerville, OH

Applications programming in Clipper and project management for software applications projects -- Health Club front desk processing; Checkfree Home Banking software; Apartments Rental Management EFT Processing. Spoke to external groups in regards to the presentation and introductory training of the Checkfree Home Banking software.

Personal Computer Analyst

10/1985 - 11/1987 Mid America Federal Savings & Loan, Columbus, OH

Responsible for all aspects of personal computers throughout the Savings and Loan. Provided training of all levels of personnel (on both an individual and group basis) -- software packages included WordPerfect, dBase III+, LOTUS, Super Project Plus, Profiles PC, and various "special-needs" packages.

Education

Virginia Tech, Blacksburg, VA

- Worked toward B.S. in Mathematics; fields of interest in Computer Science and Philosophy (Logic Theory).

Other

- Numerous training sessions regarding Systems Security, Privacy guidelines and regulations, and other required courses
- Attended Eye Tracking seminar for web developers
- Fall, 2006: System administration training in ImageNOW
- Spring, 2006: Attended conference regarding Section 508 Compliance
- C++ programming course (Piedmont Virginia Community College)

Awards

- Numerous awards for chairing Jaycees projects.
- May, 2007: Chairman's Award for Excellence - Seniors Initiative Team (U.S. Securities and Exchange Commission)
- July, 2007: Occupant Emergency Program - Certificate of Appreciation (U.S. Securities and Exchange Commission)
- 2003-2007: Received several cash awards for excellence in performance on various projects (U.S. Securities and Exchange Commission)

Personal

- Home-schooled my daughter for 3 years
- Active member of Fairfax Volunteers for Change
- Active member of two sailing clubs. Did volunteer database development for one of them, in regards to management of their annual dinner/dance
- Hobbies include sailing, ballroom and Salsa dancing, and gourmet cooking
- Member of the Smithsonian Resident Associates
- Member of the Kennedy Center
- Served multiple terms on the Board of Directors for the Charlottesville-Albemarle Junior Chamber of Commerce
- Chaired numerous charity projects, ranging in sizes from small to large
- Brownie Scout troop co-leader when my daughter was young