

Kathy Bateman

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Work Experience

IT Consultant

2/2009 – Present Self-Employed, DC Metro area

- Used VBA to write custom application to track sales forecasts in Excel
- Microsoft Access / VBA programming
- Tutored individuals in Dreamweaver and basic website development
- Instructor for Microsoft Office classes
- Website development and maintenance
- Assisted multiple clients with complex formatting issues in Microsoft Word documents (business proposals and training manuals)
- Contract Computer Training Instructor

Senior IT Project Manager

9/2007 – 2/2009 The Center for Audit Quality, Washington, DC

Hands-on manager of all IT projects for small organization with mid-size information technology infrastructure. Oversee work of external IT consultants, and internal IT staff of one. Responsible for IT planning, budget, and project management. Performed requirements analysis and managed project to bring IT infrastructure in-house. Oversee day-to-day network administration duties for network consisting of file and print server, Exchange 2007, Blackberry Enterprise Server, domain controller with Active Directory, SQL Server 2005, Ghost, Symantec Enterprise Vault, Barracuda Spam Filter, and NAS for backup. Webmaster for public-facing website, and separate member-only site – utilized Dreamweaver, html, php, javascript, AllWebMenusPro, Flash slideshows, CSS, VisiStat, YouTube videos, and (for the member site) an in-house CMS system. Performed requirements analysis and served as Lead Developer for a variety of projects including centralized enterprise database, online forms automation, CRM system, Q&A system, and automation of various other business processes. Extensive programming with Access / VBA / SQL Server projects. Manage all aspects of multiple mass-emailing lists, using combination of Lyris Sparklist and internal database. Develop various reports to provide senior management with statistical information to assist them with high-level business decisions. Developed and maintained Intranet and Extranet. Provide general IT support as needed.

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 various Information Technology duties within OIEA, including: data mining involving complex SQL queries into a relational Sybase database; Systems Analysis; web site development and maintenance; Intranet development and maintenance; database applications development utilizing ODBC, Visual Basic for Applications (VBA) and Microsoft Access; and parsing XBRL / XML data for use in internal statistical reporting. Reviewed and provided input for numerous system certifications, audits, security policy documents, risk assessments, disaster recovery plans, and other associated requirements. Assisted with writing request for proposal for public FAQ system, reviewed its responses, assisted with selection process, and provided methodology for statistical monitoring of results of the final decision. Wrote job posting for another IT Specialist and interviewed applicants. Functioned as Team Leader. Participated in inter-governmental agencies web content management forum. Software and development tools used include: Microsoft Access; ODBC; VPN; Microsoft Office; Citrix; PVCS Version Control; Percussin Rhythmyx content management system; Crystal Reports; Business Objects; Dreamweaver; ImageNOW, Microsoft Project, VISIO, WebTrends, Sharepoint, various internal systems, and more.

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, and general Internet.

President

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

Performed a variety of work for a variety of clients of various sizes. Included in this are: systems analysis and design; project management; customized programming; relational database design and development; recommendation of software, hardware, and complete systems; installation of software, hardware, networks, file servers, print servers, and various communications packages; general support and troubleshooting with a variety of software and various hardware configurations; training end-users (both one-on-one and group) in a variety of software packages, network administration, and general hardware issues; systems integration; setup email servers and clients; project management.

Programming Languages / Utilities: Visual C++, FoxPro, Visual FoxPro, MS-Access, Cross Sell Manager P/L, Clipper, Butler SQL, 'C', Visual Basic, Several Visual Basic "look-alikes", dBase III+, Crystal Reports, InstallShield. Software Used / Supported: Outlook;

Microsoft Office; Microsoft Exchange Server; MS-Access; Schedule+; Lotus 1-2-3; AmiPro; WordPro; Crystal Reports; Business Objects; Mas90; Great Plains; Freelance Graphics; Lotus Organizer; Lotus ScreenCam; Microsoft WordNetscape Navigator; Internet Explorer; PCAnyWhere; LapLink; Word Perfect; TimeSlips; MS-Project98; Trumpet Winsock; Windows Dial-Up Networking; Quicken; QuickBooks Pro; Eudora e-mail; GoldMine; Norton Utilities; PVCS Version Control; ModemShare; WinCIM; Clear Process; Process Charter; MS-Works; Mas90; Adobe Illustrator; ClarisWorks. Operating Systems / Environments: DOS (versions 3.1 through 6.2); Windows 3.1; Windows for Workgroups; Windows 95; Windows 98; Windows NT (ver. 3.51 and 4.0); Windows 2000; Windows XP; Unix; Macintosh System V.

Types of Clients: City government; non-profit organizations; banks (across the United States); attorneys; software/hardware communications development company; management consultant; artist; physicians; retirement community.

Computer Specialist

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

Responsible for all aspects of microcomputers at this location. Installed, maintained, and supported Novell Local Area Network and Wide Area Network; System design and analysis; programming in Clipper, dBase, and C; train and provide technical assistance to end-users; establish appropriate hardware/software standards; document systems developed in-house; software/hardware troubleshooting; data conversion; conversion of existing applications, and development of new ones.

Manager of System Services (promoted from Design Analyst)

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

Project analysis and design; 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 (both new systems and conversion of systems which had resided on a mini-computer -- converted Pascal, COBOL, and OCL to Clipper); applications development; some user support and training; conversion of pre-existing applications; supervising external consultants in software development projects; liaison between all Departments and levels as relates to software development; giving product demonstrations to the public. Project manager for software applications projects - Health Club front desk processing; Checkfree EFT software; Apartments Rental Management EFT Processing .

Personal Computer Analyst

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

Plan and design system enhancements and modifications; conduct personal computer applications development including GateWay (Micro-to-Mainframe link); PC software / hardware 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; design and implement PC control systems, procedures, and data forms; determine hardware and software needs of all levels of employees; evaluate application problems with software and provide technical support on hardware and software; establish appropriate software and hardware standards; dBase programming.

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)

Personal

- 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