

Paul Watson

Professional Summary:

- Bachelor's degree in Computer Information Systems
- Excellent oral and written communication skills; strong attention to detail
- Extensive experience at Tulane working with individuals of diverse backgrounds
- 4 years' experience managing busy departmental office, including supervisory experience
- 17 years' experience with office software, web software, and office procedures

Professional experience

Tulane University Economics Department New Orleans, June 2002- Present

Executive Secretary

- Assisting department chair and other faculty with special and confidential projects; maintaining department website using HTML, Dreamweaver, and Fireworks; coordinating meetings and travel arrangements for faculty recruiting, graduate recruiting, and seminar speakers; creating Access database for production of merge documents, announcements, tables, special reports, etc.; issuing all payments of departmental reimbursements; tracking departmental accounts via Excel spreadsheets; purchasing all equipment and supplies and reconciling expenditures with monthly budget; processing student payroll forms; ordering faculty texts with university bookstore; supervising departmental computer lab; creating data entry forms in Acrobat Exchange for use by faculty and staff; supervising staff and student workers.

Southern Staffing, LLC, New Orleans, December 2001—February 2002

Data Entry Operator/Supervisor

- Supervised 4-person data-entry temporary team for the Greater New Orleans Sports Foundation; used VolunteerWorks database product to enter data for GNO Sports volunteers for the NFL Experience and other Superbowl-related events; set volunteers' schedules for their selected events and created confirmation letters.

Pro Behavioral Health, Denver, CO, March 2000 – July 2001

Programmer/Analyst

- Developed custom and reusable screens, reports, functions, etc., in Visual FoxPro; created custom reports using SQL queries; developed base and custom classes in Visual FoxPro; implemented reusable objects and functions; wrote documentation and user instructions; tested new and altered modules; performed user acceptance testing of new screens, query results, and reports.

John Costanza Institute of Technology, Englewood, CO, January 1999 – February 2000

Systems Analyst/Design Specialist

- Performed requirements analysis for inventory control modules within JCIT's FlowPower manufacturing control software; wrote detailed business and user interface requirements, including online help and documentation; designed and created screens, dialog boxes, wizards, menus, and reports in Visual Basic and Crystal Reports.

Logicon 4GT Inc., Denver, CO, November 1997 – December 1998

Systems Analyst

- Performed system modeling; wrote system analysis, design, and requirements documents; adapted existing PowerBuilder screens, objects, and PL/SQL code from related systems; developed on-line help systems using RoboHelp; integrated help documents with PowerBuilder objects; using Financial Management Regulations (FMR), developed balancing equations requirements for DCAS Statement of Accountability processes.

Systems Research Group, Colorado Springs, CO, April 1997 - November 1997

Software Quality Engineer

- Performed analysis and regression tests of existing FoxPro, Visual FoxPro, and Visual Basic applications; wrote systems requirements/risk analysis, systems design, and systems test plan documents; conducted regression tests and applicable Y2K tests in a retrospective software validation for COBE Laboratories, Arvada, CO, and Gambro Health Care, Lakewood, CO.

Systems Engineering and Management Associates, New Orleans, LA, September 1995 - March 1997

Software Developer

- Performed system design, database construction, and programming in FoxPro for Windows, upgrading U.S. Naval Reserve supply officers from a COBOL environment; identified system enhancements and requirements; analyzed support problems and client requests; developed and unit tested enhancement modules for Naval Reserve inventory and travel software; wrote system test plans for Quality Assurance and worked closely with QA to correct problems; performed user acceptance testing of new screens, query results, and reports; installed system upgrades on users' PCs; wrote version release and life cycle documentation.

Tulane University Graduate School, New Orleans, LA, September 1991 - August 1995

Administrative Assistant

- Maintained student financial aid records in DBase III Plus and converted this database to Microsoft Access, thus automating production of payroll forms and tracking students applying for graduation using this database; constructed and maintained a statistical database in Microsoft Excel; generated standard and custom reports in all these PC applications; maintained NetWare Lite computer network.

Miscellaneous

- Experience with:
 - Microsoft Access; HTML, Dreamweaver, and Fireworks
 - Microsoft Word, Excel, PowerPoint; WordPerfect (DOS and Windows)
- Typing speed of 65 wpm

Education

Tulane University, New Orleans, LA , May 1989 - December 1994

Bachelor of Science in Computer Information Systems, December 1994

- Training in:
 - Systems analysis and design
 - Database creation and management
 - COBOL programming
 - Structured Query Language

Software engineering using
KnowledgeWare's CASE Tool Set

Elements of networking

Delgado Community College, New Orleans, LA, February - July 1988

Certificate in Data Entry Operation; 36 semester hours

- Training in technical writing, manual/electronic bookkeeping