

Marie G. K. Perry

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EDUCATION

A.A.S. Computer Science and Information Systems, Novell Network Administration & Support
Middlesex County College, Division of Engineering Technologies & Science, Edison, NJ 1998

PROFESSIONAL REGISTRATIONS & AFFILIATIONS

CNA - Certified Network Administrator, 3.X

Completed and passed all necessary requirements to test for Novell Certified Network Engineer

Peer tutor in curriculum math and computer classes

AREAS OF EXPERTISE

Computer programmer with ten years of professional working experience prior to continuing my education. Familiar with most aspects of business administration with a strong background in computer operations and programming.

ADMINISTRATIVE & TECHNICAL EXPERIENCE

Personal Webpages: www.mariegkperry.com

2008

www.theperry6.com

www.kassay.com/SVMarlins

JYD Products, Inc.

2007

Designed and uploaded webpage: www.funoptables.com

Kassay Field Services, Environmental Consulting Firm, PA

2002-2007

Designed and uploaded webpage: www.kassay.com

Designed information system for environmental consulting firm. Relational database designed using Microsoft Access for administrative record keeping with data exporting capabilities to Peachtree Accounting software.

Centralized database promotes ease and efficiency while maintaining data integrity. System used to maintain client, consultant, project, task, expense, and accounts receivable records; generate invoices to clients.

Turtle & Hughes, Inc., Electrical Distributor, NJ

1995-2002

Programming in Databus-PLB on a Unix miniframe with approximately 350 users

Designed and implemented commissions reversal program, computer equipment database for all company locations (17), on-line employment application, new employee test, consignment questionnaire & application.

Designed and implemented program to allow access to archived cash summary transactions. Monthly transactions were appended to an existing file containing five years worth of cash summary transactions, providing user-friendly access to the transactions through a range of ordered queries as opposed to access through monthly printouts that generally exceeded 400 pages.

Existing program revisions and maintenance for year 2000 accomodation.

Designed and implemented program to create a portfolio cover sheet and table of contents for lighting bid specifications.

Testing and debugging on newly implemented as well as existing programs (all aspects – A/R & A/P, inventory, purchasing, order entry, billing, file maintenance, commissions, etc.).

Interface with EDI (Electronic Data Interchange) & Trade Service pricing and updating.

Installed and maintained departmental personal microcomputer and designed and implemented customer database using ClarisWorks.

Software and hardware installations, upgrades, troubleshooting, and maintenance (including data archival and media, system printing, hubs, and routers).

Lawn Details, Lawn and Landscape Service, NJ

1990-1995

Designed and implemented a complete computerized billing and information system for lawn maintenance and landscaping service. Structured database designed using Borland Q&A to maintain customer, expense, and accounts receivable records, and to generate bi-monthly statements for services rendered. Borland Quattro-Pro and Intuit Quicken used to maintain accounting records for employee and profit/loss reporting, and operating bank accounts. Designed all source documents for internal system, and turn-around documents for accounts receivable system. Maintained all administrative and bookkeeping aspects.