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SUMMARY:

- 30 Years of business ownership, executive management, finance and IT experience in 4 companies.
- 10 Years of management consulting focused on strategic planning for direction, development and infrastructure needs of other small businesses.
- 27 Months in the US Peace Corps in Botswana, Africa – HIV/AIDS and IT Support.
- 20 Years of apartment and office building rental and management experience.
- Expert skills in networking and computer hardware and software.

OBJECTIVE:

To utilize my past experiences and current skills to effectively manage a business, office or department.

MANAGEMENT EXPERIENCE:

Managed and co-owed 4 businesses, owned a business consulting company and owned and managed commercial and residential real estate properties. Worked with owners and managers to develop long term and short term goals, work processes, and strategies to obtain goals and achieve profits from ideas. Managed IT, HR, Finance and Administrative functions, as well as Real Estate Management, with the following skills and outputs:

INFORMATION TECHNOLOGY:

- Determined organizations hardware and software needs for computing, communications, and information access. Installed and maintained operating systems, workstations and network connectivity. Evaluated and provided appropriate updates and repairs to all components in the systems. Systems included Microsoft and Novell Servers with local and remote workstations in wired and wireless networks. Provided adaptive resource management to maintain quality of service in mobile and networked environments.
- Maintained the integrity of the network routers, switches, firewalls and backup systems.
- Trained users on the proper use of hardware and software.
- Solved hardware and software problems.
- Maintained email, data storage and backup systems.
- Developed and designed custom forms and reports.
- Developed and designed Access, Lotus and SQL databases for customized needs such as inventory tracking, budget management, complex commission payments and others.
- Created and maintained blogs and websites.

HUMAN RESOURCES:

- Developed Job Descriptions and created Employment Contracts.
- Set criteria for hiring and evaluations.
- Worked with employees to help develop their full work potential.
- Managed payroll for hourly and salaried employees including deductions for taxes and court orders, as well as independent contractor wages.
- Wrote and enforced office policies in regards to attendance, vacation, sick time, payroll deductions, education, dress code, and other office variables.
- Filed required reporting per local, state and federal requirements.

FINANCE AND ACCOUNTING:

- Provided General Accounting using QuickBooks.
- Created and processed Purchase Orders, Sales Orders and Invoices.
- Monitored and managed Accounts Payables and Accounts Receivables.
- Analyzed pricing and costs for procurement.
- Bank and account reconciliations and fund management.
- Handled collections and account delinquencies.
- Implemented cost savings and efficiency measures based on financial and sales analysis.

ADMINISTRATIVE:

- Managed document Storage and Security.
- Maintained all equipment and supplies.
- Worked with staff and outside counsel on all issues related to statutory, regulatory and civil compliance with the laws.
- Assisted with legal compliance and licensing, regulatory compliance and insurance requirements for 17 states and local authorities.
- Handled consumer conflict resolution.

REAL ESTATE:

- Responsible for collecting rents, accounting, tax preparation, arranging leases, advertising and marketing, maintenance and repairs, tax reduction efforts, insurance and utility bill optimizations, conflict resolution and eviction and termination.
- Responsible for market assessment for purchase investment value as well as sale of properties.
- Owner/Manager of 11 unit office building in Palatine, Illinois. 1990 to Present.
- Owner/Manager of 16 unit residential apartment building in Palatine, Illinois. 1996 to 2007.

OTHER EXPERIENCE:

US Peace Corps, Botswana, Africa - Sep 2011 to Nov 2013. As a Peace Corps Volunteer I was able to apply my management and technical skills. I worked directly with the local government ministries to help modernize their technology, implement new business planning strategies, and coordinate efforts across various agencies on many programs to fight towards the eradication of HIV/AIDS and the stigmas and negative social consequences associated with it.

- Worked with Government of Botswana IT Departments to discuss long term goals and strategies for the many District AIDS Offices throughout the country to implement and use network systems and current software.
- Worked with Government of Botswana Education and IT Departments to review significant problems with the internet systems in the roughly 500+ schools throughout the country. Provided a proposal that would dramatically improve the current system which was accepted and implementation was begun.
- Repaired and/or installed over 200 government and personal computers for local offices and individuals.
- Based at the Government District AIDS Coordinating Office (DAC). Assisted with the management of HIV/AIDS related issues that the office coordinated, including working with 20+ local organizations who carried out activities and promotions in the fight against HIV/AIDS, organizing board meetings and assisting community stake holders and Board Members.
- Setup and maintained a full computer network for the DAC Office as well as many of the associated organizations, including wired and wireless networking, internet access, remote access, virus protection, software updates and security and backup systems.
- Spearheaded the main DAC Office function which is an annual Evidence Based Planning process that involves coordinating all associates and their activities to best optimize government funding and resources made available to set and reach goals, budgets and reporting.
- Designed forms and updated many office processes including data gathering, building charts and tables, computer education, attendance, workshop notification, supplies ordering, bill paying and tracking.

- Assisted in the development of the Technology for Development Committee (T4D) designed to assist other Peace Corps Volunteers in rural communities to teach computer skills including teaching components of a computer, how to take apart computers and add memory or make minor repairs, and talk about concepts of computer usage.

EMPLOYMENT HISTORY

American Home Finance, Inc., Palatine, Illinois. 1986 to 2011

Co-Owner and Vice President - Home Finance company with responsibility for the administration and management of business applications and supervision for up to 49 employees in all areas.

Unified Barcode and RFID, Inc., Palatine, Illinois. 2006 to 2011

CFO and CTO - Managed all financial and technology requirements for a company which provided warehouse and inventory management solutions. Analyzed financial functions and streamlined processes.

JMR Consulting, Inc., Palatine, Illinois. 2003 to present

Owner. Work directly with two start-up businesses in a consulting and management capacity.

- **StarVision Optics, Inc.,** Barrington, Illinois. 2004 to present - Kiosk based, interactive advertising media with real time consumer response metrics.
- **We Are Green, Inc.,** Barrington, Illinois. 2009 to present - Green Initiative based company providing solutions for efficient recycling of industrial tool washing solvents.

Additional Business Consulting - Palatine, Illinois. 1992 to present

Assisted in the creation and improvement of computer systems, financial software and general business planning for job position/descriptions, standard operating procedures and process flows.

Party Gold Style, Inc., Palatine, IL

Excel Mortgage, Palatine, IL

CNH, Inc., Palatine, IL

King Salmon Guides, Inc., King Salmon, AK

Lexar Painting, Carpentersville, IL

Affiliate Appraisals, Cary, IL

Unified Barcode and RFID, Inc., Palatine, IL

Ministry of Education, Botswana, Africa

DEGREES

- Bachelor of Science in Computer Engineering - University of Illinois, Urbana, Illinois - 1986
- United States Air Force – Radios and Electronics Program - Honorable Discharge – 1986
- High School – Scattergood Quaker Boarding Friend School, West Branch, Iowa – 1979

FOREIGN LANGUAGES

- Fluent in Spanish
- 100 Hours formal training in Setswana as well as 27 months of cultural immersion

SOFTWARE AND HARDWARE

Expert:

PC Hardware

Intuit QuickBooks

Lotus 123 and Approach

Microsoft Office Suite 2010

Adobe Forms Products

Backup Executive

Windows XP, 7, 8

JetForm

Acronis Backup

Proficient:

Security/Firewall Management

Wireless/Wired Networking

Windows SBS/Server

Remote Access

Crystal Reports

Microsoft CRM

WAN/Internet Functionality

Antivirus Software

Novell OS

Familiar:

ASC/Uniform Mortgage Software

Microsoft CRM

Novell OS