



# Gina Flanagan

**PROGRAMMER ANALYST  
WITH SUPPLEMENTAL FINANCE  
ACCOUNTING**

## CONTACT ME



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 [www.technologyexpectations.com](http://www.technologyexpectations.com)

## EXPERTISE

- Data Analytics
- Project Management
- System Administrator
- Database Design
- System Software Upgrades
- Process Backups
- Automation
- Process Improvement
- Educational Leadership
- Certified Digital Educator
- Web Design
- Significant Learning Environments

## EDUCATION

### **Master of Business Administration**

Lamar University Beaumont/May 2018

**GPA: 3.7/4.0**

- **Emphasis Finance Accounting**
- **Educational Leadership**

### **Texas Educator Certification**

Lamar State Orange/Region 5/May 2011

- **Generalist 4-8** 1/2022
- **Technology Apps EC-12** 1/2022

### **Bachelor of Business Administration**

Lamar University Beaumont/May 2008

- Management Information Systems

## PROFILE

Analytical leader and educator with a background in project management, business and systems analysis, design, installation and configuration. Results-oriented MBA graduate with superior problem-solving and critical thinking skills, as well as a meticulous attention to detail and methodical nature. Skilled in tackling problems in unique ways to develop innovative solutions.

## EXPERIENCE

**Programmer Analyst**  
**Port Arthur Independent School District, Port Arthur, TX**  
October 2013 - Present

- Established automation for file transfers.
- Tended forecasting and scheduling of application maintenance.
- Create and maintain technical manuals for internally developed software.
- Collection, editing and reporting of PEIMS data.
- Handle imports for 30+ software applications.
- Programmed Career Planner for online student course requests.
- Developed and deliver Attendance Letters with IBM Cognos.
- Design and lead data collection efforts.
- Plan and lead instruction for Master Schedule.
- Render IBM based Cognos and SQL report
- Monitor integrations and interfaces.

**Career and Technology Director / Technology Educator**  
**Bob Hope School, Port Arthur, TX**

August 2011 - October 2013

- Acquired certification in Career and Technology Career Clusters.
- Designed curriculum and gathered resources for CTE courses.
- Maintained school website.
- Photographed events for school website.
- Handled Active Directory.
- Provided networking and technical support.
- Administered SAT and STAAR testing.
- Managed distribution of laptops and iPads.
- Trained faculty for various software applications.

## ADDITIONAL SKILLS

### SOFTWARE

- SAP / ERP Modules
- SQL Server / Oracle / IBM Cognos
- WinSCP / FileZilla / SQLBackup
- SAP / ERP
- Microsoft Office
- Proficient in Excel pivot tables
- Proficient in Microsoft Access

### HARDWARE

- Hardware upgrades and repairs

### LANGUAGES

- Visual Basic / SQL / DOS

### WEB DEVELOPMENT

- HTML / CSS / FTP /
- WordPress / Adobe Creative Suite

### ACCOUNTING

- Forecast / Budget
- Cash-Flow Estimation
- Break-Even Analysis

## EXPERIENCE

### Database Administration Stewardship Diocese of Beaumont, Beaumont, TX

November 2008 - August 2011

- Developed queries for special reports.
- Functioned as Database Administrator.
- Performed account budgeting for grants.
- Prepared ad-billing disbursements for East Texas Catholic.
- Supported event planning.
- Processed and logged deposits.

## PROJECTS

- **Increased Performance.** Developed a custom performance scorecard. Developed a database. Leveraged coding skills to create an entry form and a dynamic “scorecard” report to monitor employee performance. Managers measure progress towards specific goals increasing productivity.
- **Significantly Reduced Support Requests.** The MIS department wanted to reduce customer support request. I proposed and led a project to create an online “knowledge base”. I utilized a template from Google Sites. I configured the navigation by departments and set permissions. Resulted in increased satisfaction and support requests significantly dropped.