



GINA FLANAGAN

[HTTP://TECHNOLOGYEXPECTATIONS.COM/BLOG](http://technologyexpectations.com/blog)

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PROFESSIONAL SUMMARY

Accomplished MBA graduate pursuing new opportunities in Financial Accounting and Information Technology. Self-motivated leader and strong team player with the ability to organize well and lead a team to a collaborative solution. Superior communication skills to build strong working relationships.

ACCOMPLISHMENTS

- Increased Productivity. Independently conceptualized and designed a Scorecard. Leveraged Visual Basic coding skills to dynamically design and lead collection efforts on employee performance increasing productivity.
- Significantly Reduced Support Requests. Proposed and led a project to create an online “knowledge base”. Provided extensive documentation manuals to clients utilizing Google Sites. Configured navigation and permissions. Resulted in increased satisfaction and support requests significantly dropped.
- Streamlined Process. Configured and enhanced Career Planner for online student course requests simplified the process for four year planning.

CORE COMPETENCIES

- RDMBS- Microsoft SQL Server 2012
- Microsoft SQL Server Reporting Services / IBM Cognos / MS Access
- SQL Server Management Studio / IBM Report Studio
- WinSCP / FileZilla / SQLBackup
- Hardware installation / maintenance / repair
- Visual Basic Script Language / SQL / DOS
- HTML / CSS / FTP / PHP / ASP. Net
- Cost variance analysis
- Cash-flow estimation
- Forecast / Budget
- Direct and fixed costs
- SAP / ERP System-Enterprise Resource Planning Modules

WORK HISTORY

Programmer Analyst, 10/2013 to Current

Port Arthur Independent School District – Port Arthur, TX

- Develop, schedule and deploy reports with Business Intelligence Reporting, SSRS and IBM Cognos reports.
- Ensure access to archived data with data migration from SQL Server to IBM Cognos Framework Manager for reporting.
- Schedule stored procedures to automate file transfers with scripting and Data Transform System packages.
- Process system backups and perform software upgrades providing quality assurance.
- Handle imports, configuration for 30+ software applications ensuring creation of student accounts, district and state.
- Document program specific development and revisions for quality assurance.
- Generating on-demand and scheduled reports for PEIMS and business analysis.
- Plan lessons and lead training for staff development on the best practices and procedures in technology.
- Work collaboratively in team-driven environment to communicate effectively and adopt solutions.
- Participate in project management and process improvement.
- Perform testing and problem solving for end-users.

Director of Career and Technical Education, 09/2011 to 11/2013

Bob Hope School – Port Arthur, TX

- Acquired certification in Career and Technology.
- Designed curriculum and instruction.
- Chose materials and developed lesson plans to enhance skills for individual students.
- Maintained school website and photographed events.
- 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.

System Administrator, 11/2008 to 08/2011

Diocese of Beaumont – Beaumont, TX

- 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.

EDUCATION

Master of Business Administration GPA: 3.71 / 4.0 : Emphasis in Finance Accounting and Leadership, 2018
Lamar University - Beaumont, TX

Technology Applications EC-12 : 2012
Region 5 – Beaumont, TX

Generalist 4-8 : 2012

Lamar State College - Orange, TX

Enrolled Region 5 (PLCP)
Principal Certification

Bachelor of Business Administration: Management Information Systems, 2008
Lamar University - Beaumont, TX