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# GINA FLANAGAN

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

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## PROFESSIONAL SUMMARY

Accomplished MBA graduate pursuing new opportunities that utilize my information technology and leadership skills. Passionate leader in technology with the ability to organize well and lead a team to a collaborative solution. Experienced in managing, developing and configuration.

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## 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.

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## CORE COMPETENCIES

- Software integration, sync, import/export
- Expertise in providing solutions
- Visual Basic / SQL / DOS/ HTML/ PHP /.NET
- Forecasting / Cost Analysis
- SAP / ERP integration of business processing
- Installation of hardware, drivers and applications

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## WORK HISTORY

**Programmer Analyst**, 10/2013 to Current

**Port Arthur Independent School District** – Port Arthur, TX

- Administrative support of applications for 17 campuses, the Business Office, Human Resources and special population departments.
- Perform system analysis, solutions and programming for the effective use of systems.
- Assign security by granting resources to users or to role profiles.
- Promote the best procedures in technology by designing custom training material for staff development.
- Establish regular system backups, software upgrades, patches and integration to existing systems.
- Perform duties as the IBM Cognos Administrator including the connection of archived data sources into Cognos.
- Serve as a liaison for all departments by developing, scheduling and deploying IBM Cognos reports.
- Generate on-demand reports for PEIMS and business analysis needs.
- Write several SQL reports in line with business and academic needs.
- Manage and schedule integration processes with MSSQL Server Management Studio.
- Manage program specific documentation libraries and collaboration using Microsoft SharePoint.
- Perform all phases of software development, including analysis, design, writing code, testing and implementation.
- Work collaboratively in a team-driven environment to communicate effectively and adopt solutions.
- Perform project management oversight, scheduling and process improvement by determining user needs, and establishing goals.

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

**Bob Hope School – Port Arthur, TX**

- Acquired certification in Career and Technology modules.
- Designed curriculum and instruction.
- Selected materials and developed lesson plans to enhance skills for individual students.
- Maintained school website and photographed events.
- Managed user accounts and security groups in Active Directory.
- Provided networking and technical support.
- Administered SAT and STAAR testing.
- Managed distribution of student assigned mobile devices
- 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 performing updates and processing.
- Performed account budgeting for grants.
- Prepared ad-billing disbursements for East Texas Catholic.
- Supported event planning preparing inventory.
- Processed and logged deposits.

**Bank Teller, 08/93 to 05/95**

**Mid County Teachers Credit Union – Port Neches, TX**

- Promoted and maintained positive relations with customers.
- Received and processed money for customers, verified amounts, and checked accuracy of deposit slips.
- Verified signatures and cashed checks including Cashier's Checks and Money Orders.
- License tags/Commercial deposits.

**Accounts Payable, 01/92 to 01/93**

**All Phase Electric Supply Co. – Port Arthur, TX**

- Established and managed vendor information and standard payment terms.
- Processed and posted entries in the general ledger.
- Attended weekly team meetings and assisted with strategies on improving productivity.

**Bank Teller/Receptionist, 01/90 to 01/91**

**First Interstate Bank – Port Arthur, TX**

- Assisted the branch manager with overflow work.
- Handled all personal and commercial account transactions, including Cashier's Checks and Money Orders.
- Continued education on banking products and services through Texas Credit Union League and National Association.
- Assisted in balancing the ATM.
- Assisted customers with license tags and entry to safety deposit boxes.

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## EDUCATION

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**Master of Business Administration GPA: 3.71 / 4.0:**

**Lamar University - Beaumont, TX**

Relevant coursework: Quantitative Statistical Analysis, Multivariate Analysis, Cost Volume Profit Analysis.

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

**Generalist 4-8: 2012  
Lamar State College - Orange, TX**

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