



GINA FLANAGAN

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PROFESSIONAL SUMMARY

MBA graduate pursuing new opportunities that utilize my information technology and methodologies to meet business objectives and provide solutions. Focused on managing projects, while combining programming, SQL skills, and the best practices to deliver information solutions to improve productivity. Passionate leader in technology with the ability to organize well and lead a team to a collaborative solution.

ACCOMPLISHMENTS

- Increased Productivity. Independently conceptualized and designed a Scorecard with Microsoft Access. 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

- Software Integration
- Information Solutions
- VB / SQL / DOS/ HTML/ ASP
- IBM Cognos / Tableau / SQL Server /Excel | Pivot
- Project Planning
- SAP / ERP integration of business processing
- Active Directory / LDAP
- Forecasting / Cost Analysis

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.
- 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.
- Process system backups, software upgrades and patches to existing systems.
- 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.

EDUCATION

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

Generalist 4-8: 2012

Region 5 – Beaumont, TX

Lamar State College - Orange, TX

Bachelor of Business Administration: Management Information Systems, 2008

Lamar University - Beaumont, TX