

M. Dianne Mines

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Summary:

- More than 10 years experience in information technology.
- Experienced in educating adult learners.
- Talented and determined individual who accomplishes results.
- Proven ability to solve complex problems.
- Demonstrated sound business judgments, decisiveness, and well-developed planning, analytical, and communication skills in consistently high level of performance in a variety of progressively responsible and challenging assignments.
- Proficient in qualification, supervision and training of technical & sales staff. Extensive involvement in training, customer support, project management, supervision, application and systems programming.
- Accomplished in database design and management.
- Experienced with ERP software packages and new software development.
- Skilled in web development, drawing, graphics, DTP, spreadsheet and word processing programs.
- Proven ability to design/compose user manuals, training materials, marketing brochures and presentation materials.

Education:

- **MS in Information Systems**, 2004 (4.0 GPA). Finalist for most outstanding MSIS student award, 2004. Phi Kappa Phi 2004. **Kennesaw State University**, Kennesaw, Georgia.
- **BS in Education**, with a concentration in mathematics, **Auburn University**, Auburn, Alabama.
- **DP Certified Degree in Programming Technology**. Graduated first in the class. **Control Data Institute**, Atlanta, Georgia.
- **Certifications in:** *Database Management* (SQL, Oracle DBA and ACCESS); *Database Management II* (Oracle Backup and Recovery, Performance Tuning, Network installation); *Windows Programming* (Visual Basic); and *Internet Specialist* (HTML, FrontPage, IIS, JavaScript). (4.0 GPA).
North Metro Technical College, Acworth, Georgia

Systems:

Windows 95/98/2000/XP/Vista, Windows NT; UNIX; TPF, VM/CMS, VMS, DOS, MAC

Languages:

SQL, VB.net, Java, VB, UML, C++, C, HTML, JavaScript, GEMBASE (4GL/RDBMS); BAL, ASSEMBLER, FORTRAN, BASIC

Software:

MS Access, MS SQL Server, MS Office (Word, Excel, Outlook, PowerPoint, Publisher), Microsoft Expressions Web 2, Crystal Reports, Oracle, MS Project, MS FrontPage, Corel Draw, Adobe Photoshop, Adobe Illustrator

Experience:

Georgia Hospital Association, Marietta, Georgia.

Coordinator in the Analytical Services Unit. Responsible for maintenance of GA Discharge databases, Care2 Databases and HCUP databases; securely transferring data among multiple sources using multiple formats including SQL Server and ODBC. Duties include developing databases from complex queries and multiple sources to be used for further analysis by myself or other analyst or researchers. Typical requests required consulting including gathering additional information from requesting parties, determining reporting specifications, writing technical specifications for external requests, estimating time frame, scheduling requests, performing data analysis and providing reports and/or aggregated data.

North Georgia Computer Professionals, Inc., Marietta, Georgia/Cartersville, Georgia.

President. Responsible for day-to-day management of company including management and training of staff, preparation and management of the corporate budget and management of the corporate facility. Established and maintained successful vendor relationships. Handled all aspects of purchasing and marketing. Worked directly with customers on hardware and software configuration, system installation and training. Programmed all projects relating to the Scientific Games, Inc. contract including, but not limited to data interpretation and demographic analysis preparation, Values and Lifestyles composition and marketing reports utilized by Lottery Directors and marketing executives. Represented the company and demonstrated products at various seminars and trade shows as well as customers sites.

Key Corporation, Bloomfield, Connecticut.

DP Manager. Managed 8 programmers and support personnel. Developed a photocomposition product for marketing to OEM's, newspapers and other printing firms. Directed data processing department including the hiring and training of the programming, customer service and administrative personnel.

Scientific Games, Inc., Atlanta, Georgia.

Software Analyst for Gaming and Marketing Research Departments. Designed / developed database and application software for comparative analysis of lottery marketing survey data including cross tabulation programs. Responsible for game pre-production audits, validation and reconstruction programs for postproduction analysis. Achieved development of winner listings, encryption programs and other special projects.

Ross Systems, Atlanta, Georgia.

Technical Consultant. Responsible for full life cycle development including modification and customizations. Development utilized a 4GL and a RDBMS in NT, UNIX & VMS environments. Assigned to the SWAT Team to resolve critical issues/problems onsite.

Adjunct Instructor/Educator:

Georgia Highlands College, Cartersville Georgia.

Courses taught include FCCS 1100 – an introduction to MS Word, PowerPoint and using the internet for research.

ITT Technical Institute, Kennesaw Georgia.

Courses taught include Introduction to Computer Programming, Visual Basic and GUI Applications, Database Development, Strategies for the Technical Professional, College Mathematics I and College Mathematics II.

North Metro Technical College, Acworth, Georgia.

Courses taught include Math, C++, SQL, Access, Word & Desktop Publishing, Excel and Office XP.

Chattahoochee Technical College, Marietta, Georgia.

Member of the CIS Department, taught courses taught including C, C++, Visual Basic, Office 2000 and Operating Systems.

Awtrey Middle School, Acworth, Georgia.

Teacher of math curriculum in the Cobb County Georgia school system.