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*“In acknowledgement of outstanding ability & creativity in the areas of Science & Technology”*

## OBJECTIVE

Senior staff position within an organization where I can use my extensive international experience with systems/software development, business development, project management, and systems engineering to **create** strategic opportunities (BD), **develop** innovative capabilities, and **implement** effective solutions (PM) which make the world a better place to live.

My unique combination of skills is transferrable to almost any domain (not purely IT) and is sure to deliver results as I have a proven track record of **designing, developing, and deploying** a wide array of solutions for governments, NGOs, and businesses.

I seek challenging opportunities that combine my passion for innovative solutions & my ability to bridge the gap between people, technology, & business where I can use my talents for technology and leadership to build capacity, deliver results, & produce value.

## PROFILE

- Over **18 years of international experience** in **high-tech, public health, security, & defense** industries
- Creative **Leadership and Visioning** ability combined with technical know-how (concept through to marketing)
- Demonstrated successes at **building capacity, developing programs/businesses, and delivering solutions (PM)**
- Multi-faceted Business Development Guru:** Internal Capacity Building, Marketing, Sales Engineering, Presentations, Proposal Development, Client Relations
- Worked with **foreign governments**, ministries, and NGOs throughout America, Canada, Russia/FSU, and Central Asia
- Extensive experience and expertise in all areas of **hi-tech systems/software development and deployment**
- Up-to-date knowledge and experience with **Systems Engineering & Integration (SE&I)** within the DoD Acquisition Lifecycle framework
- Always a **visionary and leader in the high tech field**, was creating integrated, distributed databases and handheld data collection systems 15 years ago
- Accomplished and professional communicator** whose clear message is easily understood by a diverse audience
- Experienced Project Manager** consistently executing contracts **under budget, ahead of schedule, with extra benefits to valued customers** (300+ satisfied customers, budgets up to \$5 Million)
- Demonstrated ability to quickly understand & **adapt to new cultures & languages** (5 years in Russia), managed **multi-disciplinary, multi-cultural** team sizes up to 30
- Had an early start on the path to **innovation and success** inventing true 3D video multiplexing at the age of 16.
- Was recognized in 1986 as **one of the top 14 young scientists across Canada** and was awarded the Canadian Award of Excellence
- Winner of Dean's Entrance scholarship for **top engineering student** entering the University of Victoria
- Received B.C. Provincial Scholarship 1988 (#1 ranking BC Physics, **13th in Canada** on Waterloo Math exams)
- Gold, Silver, Gold medals Canada-Wide Science Fair** (top engineering project in Canada) 1984-86
- Committed to helping others in our local communities
- Professional & Personal life dedicated to *“Love & Service”*

## EDUCATION

- Fundamentals of DoD Systems Acquisition Management & Systems Engineering, Defense Acquisition University, 2009
- Peace, Conflict, & Development, United Nations University for Peace in Costa Rica, 2008
- Russian as a Foreign Language, Linden & Denz, 2007
- Leadership Victoria: selected to participate in a program *“to develop leaders ... building a vibrant community.”*, Grad 2003
- University of Victoria: Deans' Entrance Scholarship for top student, Electrical Engineering (3 years), 1991
- St. Michaels University School: Provincial Scholarship, 1988

## ACHIEVEMENTS

- Technical Lead for BioTeam** who's BTRIC proposal resulted in URS/WGI being awarded a DTRA (DoD) base contract (5-10 year ID/IQ) as 1 of 5 contractors (**est. value: 300-500M**).
- Developed 3 **strategic whitepapers for US Government:** Biodetector, BioRisk Training Program, TADR Russia
- Reviewed 300+ corporate procedures (WGI PEPs, CTIC Ops, and EG&G Procs) resulting in 132 harmonized, systems engineering-compliant PxPs for use on future projects
- Developed a **Project Execution Procedures Handbook** and interactive CD-ROM for use on future projects
- Commercial BD activities** in Russia resulted in the Russian Power Industry changing their procurement contract type from Firm Fixed Price (FFP) to Target Price (see refs)
- While with Black & Veatch I **led the design, development, and implementation of DTRA's bio-Surveillance Systems** (EIDSS & PACS) throughout Georgia, Uzbekistan, Kazakhstan, and Russia
- Grew a team of 3 students into a fully functioning business unit with 35 members in under 3 years, winning a DTRA Sole Source Contract **worth over 40 Million dollars**
- Member of the Governmental Affairs Committee of the Greater Victoria **Chamber of Commerce:** created *Private-Public-Partnerships (P3) Virtual Resource Center* website.
- Established and operated **BEYOND Computer Services** for **12 years**, serving over **250 clients** throughout **Western Canada** and the **United States**. <http://www.mygoodhelper.com>
- Was requested by the US OSD policymakers to **create and deliver high-impact presentations** to: National Academies of Science (NAS), Nuclear Threat Initiative (NTI), Sandia Labs, and DTRA, furthering US governments' initiatives. Other audiences included: US DoS, Global Partnerships Program (Canada), National Health Agencies from Canada/UK/USA, UK MOD, ISTC, WHO, USDA, HHS, CDC, leading scientists/health officials from Central Asia, Russia, Canada, England, & America.
- Demonstrated a personal commitment to **Social Responsibility** by: volunteering at hospitals/orphanages in **Russia and Georgia**; sponsoring several students through University; envisioning, funding, and embarking on a mission to help an orphanage in **Burundi**, Africa; creating and funding a Micro-Agriculture project *“we help ourselves”*. <http://www.mygoodhelper.com/burundi/burundi.html>
- Initiated the annual Victoria-Seattle Roundtable *“developing future cross-border partnership opportunities”*
- Served as **Executive Director** of St. Michaels University School Alumni Association

## KEY SKILLS & ABILITIES

### Leadership & Strategic Visioning

#### *Building Capacity and Creating Growth*

- Core Values: Integrity, Quality, Productivity, Reliability, Commitment - Bold, Decisive, Flexible, Supportive, & Faithful
- Utilize a Servant Leadership Model: creating and developing encouraging, supportive, respectful, equality-based, participatory, joyful, motivating environments for teams
- Actively engage in team competency building: resource mentoring & technical capability building
- Deliver High-Impact Presentations which engage, enthuse, and motivate audiences in multiple languages simultaneously; communicating complex concepts in accessible terms
- Possess an intuitive grasp of personal & cultural nuances vital to building long-term, trust-based relationships with senior decision makers within foreign government ministries & NGOs
- Effective leader of Collaborative Strategic/Business Planning Sessions aligning the corporate/program mission, vision, values & goals
- Management Consulting: assessing current business processes/needs & developing long-term, scalable solutions - bridging the gap between people, business, & technology
- Adept at performing complex Risk Assessments throughout the lifecycle of Businesses, Programs, & Projects - proactively implementing long-term solutions which produce growth

### Business Development

#### *Creating Dynamic Business Opportunities*

- Expert at collaboratively developing Bus. & Marketing Plans
- Focused on Client Relationship Management: always intently listening to hear customers needs while remaining open to hear constructive criticism - engaging and encouraging customers to actively participate in the solution creating and decision making process
- Adept at Business Forecasting & performing detailed Market Assessments to help position products and services within global expanding markets
- Proficient at conducting dedicated research & learning what global standards, industry trends, emerging technologies, and best practices can be leveraged to help reduce risk & cost, build capacity, and improve the efficiency & quality of company/program products and services
- Experienced Proposal Writer for complex projects: created set of tools enabling business to quickly, accurately, and cost-effectively bid on new potential contracts
- Skilled at preparing accurate and Standardized Rough Order of Magnitudes (ROMs): WBS (Hours/Costs), WEPs
- Good at writing concise, low-risk, standardized Statements of Work (SOW) which are used as the basis of contract negotiations and implementation plans

### Systems/Software Development: *Developing Innovative Capabilities*

- Extensive experience in all phases of System/Software Development Lifecycle for international, multi-disciplinary, cross-agency, projects as a Senior Systems/Software Developer/Architect
- Globalized/Localized Product Design & Development
- Software Development Technical Solutions & Best Practices: Rational Unified Process (RUP), Microsoft Solutions Framework (MSF), MIL / IEEE System Dev. Standards
- Customer/End-User Needs & Business Process Analysis
- Product Features Requirements Definition: driving shared project vision/scope between stakeholders, end-users, and software development team
- System/Software Design & Database Modeling
- Prototyping, Reqs/Design Refinement, & Software Demos
- Software Development: MS Visual Studio .NET platform, distributed/replicated database systems, mobile technologies, web development, barcode/RFID, GIS, Crystal Reports
- Product/System Testing and QC/QA (Seapine TestTrack Pro)
- Product/System Documentation: Stakeholder Requests, Vision Docs, System/Software Req. Specs., System/Software Design Descr., System/Software Test Plans, Acceptance Test Plans, User Documentation, SOPs, Deployment Guides
- Software Deployment/Installation: Creation of Installation packages & Manuals (InstallShield)
- Product/System Training (including creation of complete training modules & related materials)
- Product/System Change Management
- Product Support Management: Service Level Agreements, Hardware/Software/End-User Technical Support, Helpline, Problem Resolution & Tracking
- Local/Wide Area Networks: Design, Procurement, Installation, Support (Microsoft platform)
- Barcode/RFID Systems: Custom design, programming, installation, training, and support of data entry and tracking systems. Installation base includes: International Government Programs, Municipalities, Passenger Rail, Doctors, Lawyers, Accountants, and Hospitals
- Geographic Information System (GIS): international experience with world mapping solutions integrated into business applications (ESRI arcGIS, mapObjects)
- Internet/Website Design, Development & Promotion: <http://www.automoney.ca/> | <http://www.stepforward.com/>
- Graphic Design: High-end corporate and business graphics and presentations. Brochures, presentations, CD-ROMs

### Program/Project Management

#### *Implementing Effective Solutions*

- Excellent ability to manage multi-country, multi-language programs comprised of remote teams collaboratively developing, implementing, and supporting technical solutions for foreign governments, ministries, & NGOs
- Highly skilled at development, monitoring & control of Standardized Implementation & Work Execution Plans for rapidly & cost-effectively deploying technical capabilities
- Liaison with stakeholders, system development, technical services and operational areas at a senior level during the course of the implementation cycle
- Possess strong analytical skills which enable anticipation of potential risks & problem areas in advance in order to create proactive, long-term solutions that work.
- Experienced with sub-contract negotiations and management of sub-contractors
- Procurement & Logistics: Computer Hardware & software specifications, vendor relationships, shipping/receiving, inventory control/management
- Skilled at creating site-specific Standard Operating Procedures (SOPs) for ensuring successful adoption of new technology & Operations & Support Plans

### Administration & Office Management

#### *Ensuring Successful Operations*

- As a former business owner understand what it means to run an office as a small business.
- Have been a Director or Managing Partner in several mid-size companies during my career.
- Proficient with Corporate Financial Records/Accounting: budgets, profit/loss, cash flow, revenue/expenses, client billing/invoicing, receivables, etc.
- Understanding of International Taxation Issues and their impact on earned value, including knowledge of international taxation issues
- Office Leases & Office equipment purchases
- Sub-Contract negotiations and execution
- Computer Equipment Procurements, Network Installations, Diagnostics and Repairs
- Hardware/Software/End User Technical Support
- Human Resources Management: hiring/personnel selection, professional development/mentoring, supervising, and reviewing
- Logistics Management for project teams

**URS Corporation (Washington Defense Group)**

Moscow, Russia (2007 – Present)

Senior Information Technologies (IT) Systems Integration Expert, Biological Threat Reduction Program (BTRP) of the US DoD

Job Responsibilities	Results
<p><b>1. Business Development (Bio):</b></p> <ul style="list-style-type: none"> <li>Develop strategic whitepapers for potential new bio-projects</li> <li>Maintain relationships with international donors for bio-projects</li> <li>Conduct Armenia Assessment trips (gathering information for upcoming BTRIC RFP)</li> <li>Develop and deliver Project Execution Procedures and Systems Engineering Presentation to DTRA</li> <li>Contribute to proposal writing for potential new projects, especially for the Biological Threat Reduction Integrating Contractor (BTRIC) proposal, by sharing strategic insights and lessons learned from his 3+ years experience implementing Biological Threat Reduction Program (BTRP) in Russia and other Former Soviet Union (FSU) countries</li> </ul>	<ul style="list-style-type: none"> <li>Developed 3 strategic whitepapers: Biodetector, BioRisk Training Program, TADR Russia</li> <li>Met with Canada GPP in Ottawa (they are requesting DTRA to release EIDSS &amp; PACS so they can hire WGI).</li> <li>Met repeatedly with ISTC raising our profile for upcoming TADR Russia project(s)</li> <li>Met with lead Russian institute ARRIAH, Vladimir (they offered a very positive referral to DTRA, Canada GPP, &amp; ISTC on their previous experience with the WGI BioTeam)</li> <li>Conducted 2 in-country trips to Armenia, visiting over 15 laboratories, meeting with over 15 high-level stakeholders, and delivering hi-impact presentations (via email) to DTRA</li> <li>Developed and delivered Project Execution Procedures and Systems Engineering Presentation to DTRA</li> <li>Contributed to Mongolian MCC proposal (found key resources, created events matrix, site location assessment, website development approach, etc.)</li> </ul>
<p><b>2. Operations (for US DoD CTR Projects):</b>            Serve as <i>Threat Agent Detection and Response (TADR) Technical Manager</i> for the BTRIC Task Order in Armenia.            Responsibilities will include (follows project life-cycle):</p> <ul style="list-style-type: none"> <li>In-country TADR Systems Engineering &amp; Integration (SE&amp;I) Lead - liaising with in-country stakeholders, DTRA, CONUS</li> <li>In-country TADR C&amp;IT Lead - liaising with B&amp;V, in-country stakeholders, and DTRA</li> <li>In-country TADR Training Lead (overall systemic approach to integrated training) liaising with in-country stakeholders, DTRA, and CONUS staff</li> <li>In-country TADR Test and Evaluation Lead – liaising with in-country stakeholders, DTRA, and CONUS staff</li> </ul>	<ul style="list-style-type: none"> <li>Technical Lead for BioTeam who's BTRIC proposal resulted in URS/WGI being awarded a DTRA (DoD) base contract (5-10 year ID/IQ) as one of 5 contractors (<b>est. value: 300-500M</b>). No Task Orders were awarded to WGI in 2008</li> <li>Reviewed 300+ corporate procedures (WGI PEPs, CTRIC Ops, and EG&amp;G Procs) resulting in 132 harmonized, systems engineering-compliant PxPs for use on future Projects</li> <li>Created an interactive CD-ROM with all 132 PxPs indexed by Project Phase &amp; related contract requirements (CDRLs)</li> <li>Developed a Project Execution Procedure Handbook for use on future BTRIC Task Orders (includes RASCI chart)</li> </ul>
<p><b>3. Business Development activities for Russian/FSU Region: Marketing</b></p> <ul style="list-style-type: none"> <li>Conducted Market Research, assessing target markets and opportunities</li> <li>Creating and implementing Marketing Plans</li> <li>Adapting Corporate Marketing Material to the Russia/FSU</li> <li>Supporting Trade Fairs and Public Exhibitions (speaker)</li> </ul> <p><b>Sales</b></p> <ul style="list-style-type: none"> <li>Formal proposal writing and business model design</li> <li>Customer Relations – establishing and maintaining relations with decision makers, understanding potential clients' issues, concerns, needs and priorities</li> <li>Internal Customer Relations – liaising with URS BUs</li> </ul> <p><b>Operations</b></p> <ul style="list-style-type: none"> <li>Directed the Washington International (WII) office C&amp;IT design, specification, procurement, &amp; installation</li> </ul>	<ul style="list-style-type: none"> <li>Directed the Washington International Inc (WII) office C&amp;IT design, specification, procurement, &amp; installation</li> <li>Developed WII Business Development Office Model &amp; Staffing Plan</li> <li>Developed WII Service Offering (for internal BUs)</li> <li>Developed and Delivered Target-Price Presentation at EPCM conference in Moscow (resulted in RAO-UES issued a formal letter authorizing all OGKs and TGKs to utilize target-price contract model referencing WGI specifically!) – see refs</li> <li>Conducted 30+ face-to-face meetings with potential new clients in Moscow</li> <li>Developed and implemented Sochi campaign. Identified potential teaming partners which resulted in signed Teaming agreement with Honeywell. Met face-to-face with 20+ potential clients/partners for Sochi.</li> </ul>

**Black & Veatch Special Projects**

Moscow, Russia (2004 – 2007)

Software Product Manager, Biological Threat Reduction Program (BTRP) of the US Department of Defense

**Built Capacity & Created Growth (Strategic Visioning & Leadership):**

- Led the formation & development of a product-based business unit within Black & Veatch (won contracts over \$40 Million)
- Managed the life of BV Software Products (concept->market)
- Consolidated BV's position as a global leader in: Disease Surveillance, Laboratory Management, biosecurity & Geographic Information Systems
- Built long-term, trust-based relationships with senior decision makers within foreign govt. ministries & NGOs
- Traveled throughout Central Asia & Russia conducting consultations to create a common ground, built consensus, and a shared vision - delivering high-impact presentations
- Management Consulting: assessed current business processes/needs of the diverse stakeholders within the Biological Threat Reduction Program (BTRP), Threat Agent Detection and Response network (TADR) and developed a long-term, scalable solution (EIDSS & PACS) which meets business, user, & tech reqs.
- Performed complex risk assessments throughout the lifecycle of the BTRP TADR Program, and BioSafety & Security Projects in Russia and proactively implemented long-term solutions which produced growth for Black & Veatch
- Planned & facilitated technical meetings & confs.
- Practiced team competency building



## Black & Veatch Special Projects (cont.)

### Created Dynamic Business Opportunities (*Business Development*):

- Conducted research into the sectors mentioned above, compiled team briefings - ensuring BV products are well positioned within each of these strategic markets with best-of-breed features consolidating BV's position as a global leader
- Researched International/National Rules & Regulations to ensure BV products will comply.
- Researched International IT Standards (Protocols, Data Models, Messaging, etc.) to ensure BV products comply.
- Researched IT trends with technology development and provided guidance on new technologies – ensuring BV products are based on leading class technologies.
- Created Multi-language Marketing Materials for EIDSS & PACS (presentations, demos, flyers, CD-ROMs).
- Created & developed relationships with foreign governments, ministries, and NGOs – identifying projs, opps, new funding partners, key decision makers, & contracting vehicles
- Remotely supported management teams with preparation of multi-lingual presentations and supporting materials (Evolution of Disease Surveillance in Uzbekistan, EIDSS Veterinary Module – Concept and Capabilities for Georgia)
- Prepared Project Proposals for potential new business, most notably the prototype TADR system in Russia in conjunction with the Nuclear Threat Initiative (NTI) organization

### Developed Innovative Capabilities (*System/Software Development*):

- Conceptualized and realized a shared vision for Black & Veatch's Global Software Product Portfolio: the Electronic Integration Disease Surveillance System (EIDSS) and the Pathogen Asset Control System (PACS) in alignment with the business development strategy by providing leadership, technical guidance, mentoring and hands-on assistance throughout the entire Software Development Lifecycle (SDLC)
- Conducted Joint Requirement Discussions (JRDs) with end-users, Institute Management and project stakeholders to accurately define system requirements and proper configuration parameters for successfully implementing and sustaining EIDSS and PACS
- Captured user/stakeholders feedback from EIDSS & PACS which fed into the Change Management process.
- Implemented QC/QA processes.
- Tested all releases of EIDSS & PACS and provided feedback to project team. Focused on developing quality products that deliver the capabilities DTRA requires and are usable by the end-users in the various institutes.
- Worked daily with new personnel to develop their core competencies and capabilities
- Created Multi-language Documentation (Deployment guides, User Manuals, SOPs, Training Material, SRS, SDD, etc.)

### Implemented Effective Solutions (*Program/Project Management*):

- Successfully executed multiple international contracts, applying innovative cost-reduction approaches.
- Developed standardized proposal templates, SOWs, WEPs, and a ROM generating tool enabling Black & Veatch to quickly, accurately, and effectively bid on new potential contracts.
- Acted as Project Manager for the implementation of the PACS in Russia. Performance was evidenced by frequent customer testimonials and by being invited to participate in Program Management Reviews (PMRs) by Raytheon Technical Services, receiving numerous verbal and written accolades for the work I was doing with them: *"Dave Margison of B&V and I work together as teaming partners now, on a current contract RTSC has with the Defense Threat Reduction Agency here in Russia, and B&V is also supporting them now in Uzbekistan, Kazakhstan, Georgia, Azerbaijan, and Ukraine. They're highly thought of by the USG right now as a provider of IT services and related products, and we've found them great to work with from a cost, schedule, and quality standpoint on our contract."* (John Sartorius, BTRP Program Manager, RTSC)
- Developed standardized Procurement packages for PACS. Managed all procurements and logistics for PACS implementation in Russia.
- Developed and Tested Installation Packages and documentation for PACS and EIDSS
- Developed PACS Training Plan, Lessons Outline, and all related documents (Russian/English)
- Developed PACS Deployment Guide, PACS Standard Operating Procedures (SOP) document, PACS Backup and Disaster Recovery SOPs, PACS Operations & Support SOPs
- Worked daily with project team members, providing experienced guidance wherever and whenever possible – ensuring high degree of quality and control over all components of the project execution. Success is evidenced by the results being delivered in the PACS implementation in Russia. Zero complaints. Zero problems. 100% customer satisfaction.

## BEYOND Computer Services

Victoria, BC, Canada (1992 – 2004)

### Managing Partner/Principal Consultant

Owned/Operated this computer consulting company with over 250 satisfied clients throughout Western Canada and the United States during 12 years of operation helping clients to better manage the information and knowledge vital to their business:

- Management Consulting: assessing current business processes/needs and developing long-term, scalable solutions which bridge the gap between people, business, and technology
- IT Project Management: Leading large scale development & implementations of IT systems
- Systems/Software Development: creating tools uniquely matched to meet the clients' needs
- Computer Networks Design, Procurement, Installation, and Support
- 24 x 7 personal onsite technical support to local businesses and home users
- Website Design and Promotion

The following business opportunities are some of the many under my direction which were created, capabilities developed, and solutions implemented under budget, ahead of time, and with extra benefits to the customer:

- British Columbia Rail Passenger Services: *Integrated Client Transactions Management System*
- Victoria Health Project: *Unified Treatment Tracking System for Healthcare Service Providers*
- Thunder Bay Health Unit: *Health Unit Information System*
- Health Care System Delivery Agents (physicians, hospitals, etc.): *Medical Records Manager*
- City of Richmond Health Department: *Immunization Management System*
- Kootenay Lake District Hospital: *Patient Audit Tracking and Management System*
- Central Vancouver Island Health Region: *Unusual Incident Reporting System*
- Mulesa Management Company: *Interactive Customer Service Delivery System for the Internet*
- Internet/Website Design, Development & Promotion : <http://www.automoney.ca/> | <http://www.stepforward.com/> | <http://www.collaborativefamilylawgroup.com/> | <http://www.mygoodhelper.com/> | <http://www.ecotoursvictoria.com/>

## ORCATEC

Victoria, BC, Canada (1999-2000)

Senior Developer/Team Lead

Systems analysis and development (including Team Lead), primarily as a Visual Basic/Visual FoxPro programmer. Demonstrated the ability to handle multiple projects and meet tight deadlines by putting in many extra hours in order to achieve goals and meet tight deadlines. Successfully Led System/Software Development for the following projects:

- U.S. Army Corp: *Recession Rate Analysis System*
- Yukon Housing Corporation: *Housing Operations Management System*
- PhatPhunk Records, Los Angeles: *Royalty Tracking and Management System*
- Lawyers: *EXACT for Lawyers System*.
- Arthritis Society of Canada: *Grant Tracking and Management System*
- Arthritis Society of Canada: *Consultation and Rehabilitation Information System*
- Nanaimo Family Life: *SocialNet Case Management System*

## Fundacion Promotora de Vivienda (FUPROVI)

San Jose, Costa Rica (1997)

Consultant

Participated in a 6 month volunteer project where I visited several project sites, performed assessments of the computer information systems being used and briefed management on my findings. I fell in love with Costa Rica and returned to study at the United Nations University for Peace in 2008.

## Pacific Data Solutions

Vancouver, BC, Canada (1990 – 1993)

Managing Partner

PDS is a hardware vendor of barcode equipment, providing custom barcode solutions to their clients. I was sent in to understand the technical aspects of the clients' business and to come up with a prototype product that could be demonstrated to them. After complete process analysis and system requirements analysis we would program a complete system that included the hardware configuration, software programming, and onsite customer training and support.

Under my direction the following business opportunities were created, capabilities developed, and solutions implemented under budget, ahead of schedule, and with extra benefits to the customer:

- City of Richmond Engineering Department, *Traffic Signal Control System*
- City of Vancouver Engineering Department, *Traffic Meter Maintenance System*
- MacDonald Lewis Law Firm, *Custom built Lawyer Billing System*

## Certified Management Accountants of BC

Vancouver, BC, Canada (1997-1998)

IT Manager

In addition to managing the daily operational IT needs of the office I led the system development of a *Member Records Management System*. I worked fulltime with the Society to assess their membership management needs, design database systems to meet these needs and perform the various functions associated with their services. Prepared and passed an innovative budget proposal "Bringing the Society into the 21<sup>st</sup> Century".

## ORGANIZATIONS AND COMMUNITY SERVICE

- Canadian Naval Reserves (honorable discharge 1989)
- Executive Director of St. Michaels University School Alumni Association
- American Chamber of Commerce IT Committee in Moscow, Russia
- Governmental Affairs Committee of the Greater Victoria Chamber of Commerce
- Microsoft Certified Product Specialist Network & MSDN
- Phi Delta Theta fraternity
- Alumni of Leadership Victoria.
- **Moscow, Russia and Tbilisi, Georgia:** Volunteered at hospitals and rehabilitation centers; Volunteered at orphanages and detention centers and took groups of children to various theatrical performances; Sponsored several students through University
- **Burundi, Africa:** Envisioned, funded, and embarked on a mission to help an orphanage; Volunteered for 1 week at a Psycho-Neurological Hospital; Created and funded a Micro-Agriculture project "*we help ourselves*" <http://www.mygoodhelper.com/burundi/burundi.html>
- **Victoria, BC, Canada:** Co-Founder of "Setting the Stage" – A Theatre-Media Fundraiser for Youth Outreach; Past Chairperson of a global non-profit "*helping people with substance abuse issues*" Co-Founder of EcoTourism International; Monthly speaking engagements at local high schools, retreat houses, churches, and other spiritual groups; Founder of *Spirithiker* "*enhancing our spiritual growth by sharing outdoor experiences with other people living a spiritual way of life.*"

## REFERENCES

Customer testimonials, Supervisor & Co-worker reviews, and character references are contained within a separate document.

