

# Taylor J. Meek

*Business Systems Analyst and Developer with 6 years experience developing and integrating accounting and business systems for an independent regional retailer.*

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## Experience

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### **Knecht's Auto Parts | Springfield, OR**

August 2003 to 2009

#### ***Business Systems Analyst (Springfield, OR and Portland, OR)***

*August 2003 to 2009*

- › Analyzed business need, meeting with accounting department and management, planning and developing comprehensive, secure, and accountable relational-database backed accounting software recording and balancing daily store sales, register, and deposits data, leading to the automation of an entirely manual accounting process and reports, and significant reduction in report and accounting error rates. *SQL2000, Access2003, VBA*
- › Converted existing Excel workbooks for Gross Profit, Store Bonus, Sales, and Management reports from hand-keyed data entry format to dynamic, primarily database-linked spreadsheets to ensure data accuracy and prevent keying errors. Provided testing and technical documentation of processes for users. *Excel2003, VBA, ODBC, Monarch*
- › With input from key stakeholders in management, parts warehouse, and billing department, determined objectives and project requirements, developed, and supported warehouse pick and invoicing software tracking and reporting on invoices from warehouse orders against pick orders to identify what parts of an order were not actually in stock, as well as warehouse employee time metrics. *SQL2000, Access2003, VBA*
- › *Other software developed and deployed:*
  - › *Live Inventory Reporting Tool* - Reporting application to track and correct actual inventory in a store against presumed inventory. *SQL2000, Access2003*
  - › *Part Sales Analysis Tool* – Inventory management tool helping to identify how many of a part needs to be stocked in a store, based on its sales and order rate from the warehouse. *Access2003, VB.Net*
  - › *Database Loader* – Sits on the user's desktop, automatically updating itself against corporate servers, to provide users centralized access to databases on the network. *VB.Net 2.0, XML*
  - › *Arbitrary File FTP Downloader* - Downloads any arbitrary file and performs file backup/archive operations on the server and local host, and optionally performs deeper local processing on the file. *VB.Net 2.0*
  - › *Outlook 2003/2007 Timesheet Tracker* - Basic tool to manage timesheets and mileage reporting as Journal entries.
  - › *I.T. Wire Mapping DB* - Maps wire routes for serial cables numbering in the several hundreds, synchronizing against configuration files to ensure consistency. *SQL2000, Access, VB.Net*
- › Redesigned company website, also providing dynamic mapping interface to store locator, improving customer success rates in obtaining accurate store information.

### ***IT Manager (Springfield, OR)***

*July 2005 to August 2006*

- › Provided technical support for 25 retail auto parts stores; regional and corporate offices.
- › Modernized stores--running serial over Frame Relay--with DSL, providing significant service level improvements and cost savings.
- › Led deployment of networked PCs into retail stores alongside serial-based terminals.
- › Developed an internal documentation website to provide technical support for users of software systems and processes within the company.
- › Brought in and oversaw interns from Lane Community College to assist in IT and development projects.

**Website Consultant | Top Wood Jobs | Eugene, OR** May 2009

**Website Developer | Frontline Glass | Helena, MT** December 2008 to 2009

- › Developed website in Drupal content management system for commercial glass contractor. Linux, Drupal, PHP, MySQL

**Website Developer | SteepPlanet | Eugene, OR** 2004 to 2005

- › Developed and integrated templates and graphics with php-based commerce site for an online sporting goods retailer. Linux, PHP, MySQL

**Collections Officer | First Consumers National Bank | Portland, OR** 2002 to 2003

- › Temp, then full time.
- › Telephone collections for VISA, MasterCard, Eddie Bauer, Spiegel and Newport News cardholders.
- › Surpassed standards in helping customers prevent their accounts from being abandoned and sold to external collections agencies.

**Customer Service Agent | Staffmark | Albany, OR** 2002

- › Provided telephone customer service to First Consumers National Bank VISA and MasterCard customers.

## Education

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**Bachelor of Arts, Applied Linguistics, 3.59 GPA** September 2006 to March 2009

Portland State University, Portland, OR

- › Japanese Minor
- › Studies in Middle East History and Politics, Italian.
- › Worked on an automated phonetic vowel inventory formant mapping tool supplementing the Praat acoustic analysis software.
- › Developed mobile phone/PDA foreign language learning flash card application for Windows Mobile, XP and Vista. VB.Net 2.0.
- › Developed promotional website for Japanese course.
- › Volunteered assisting teaching Japanese to 1st graders at a private Portland immersion language elementary school.

**Associate of Applied Science, Computer Programming, 3.93 GPA**

Lane Community College, Eugene, OR 2003 to 2005

- › As a class, developed scope and requirements for a project for Lane Community College's Student and Teacher Information System, and followed through initial development and integration testing of project modules.

**Japanese Language Studies at the University of Montana, Missoula, MT** 2000 to 2002

- › Non-degree undergraduate language studies as High School and College credit.

Hellgate High School, Missoula, MT | High School Diploma | 2000 to 2001 (Early Graduate)

- › German Language - 1 year
- › Published writer for *The Lance*, school newspaper.
- › Staff editor for *The Troubadour*, school arts and literature magazine.

South Albany High School, Albany, OR | 1998 to 2000

- › German Language - 2 years
- › Linux Systems Administrator/Web Developer for *Rebel Heritage*, Senior Video video-production group.

## Skills

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VBA, VB.NET, ASP.NET, ASP, PHP, C#, Java

MSSQL, mysql, MAS200 ProvideX ODBC

Adobe Dreamweaver

Visual Studio 2003-2008

Windows Mobile 2003-6.0 Development

Course: *Presenting Data and Information*, from Edward Tufte, July 2008

Microsoft Office XP-2007: Excel, Access, Project, Visio, OneNote, Word, PowerPoint

Microsoft Windows 95-Vista

SCO OpenServer, Linux esp. Fedora Core & Ubuntu

Windows Server 2003, SBS 2003 R2, Active Directory

Virtual Server, VMware

ISA Server 2000-2004, Exchange Server 2000-2003

Adobe Photoshop, Illustrator, Premiere, Soundbooth, Lightroom

Conversational speaker of Japanese.

Limited speaker of German.

Phonetic and phonological analysis.

American Red Cross *Adult, Child and Infant CPR, Standard First Aid* current certification