

## The Advantage...

*Take advantage of me...of my background and experience, that is, and be assured that I will deliver a quality product or service to the best of my ability.*

- *MS Excel - Reports, data entry forms, charts and VBA (Visual Basic programs) to enhance processes.*
- *MS Access - Develop a fully customized database, or specific queries on existing data, reports, and other conditional processes.*
- *Web Page Design - A simple one-page web site, or a complex flash presentation.*
- *Desktop Publishing - Advertisements, business cards, pamphlets, brochures, letterheads and newsletters to suit your needs.*



**Take the advantage and feel confident the results will reflect a standard of excellence.**

## WEB PAGE DESIGN

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## MS EXCEL

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## MS ACCESS

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## DESKTOP PUBLISHING

"Over fifteen years of experience in the IT industry."

## Information Technology Services Consulting

**NEED HELP?**



## Mission Statement:

To provide quality IT and office-related solutions to companies who may not have the resources available to complete their objective.



Look to me for your IT needs.

## Services Offered:



- ◆ Web Page Design
- ◆ Internet Research
- ◆ MS Access Database (VBA, SQL, Reports)
- ◆ MS Excel (Reports, Forms, Charts, VBA)
- ◆ Desktop Publishing
- ◆ Instructional/Technical Documentation
- ◆ Data Entry
- ◆ Training & Assistance
- ◆ Direct Mail Postal List Clean-up
- ◆ General Office Work

Short-Term

Long-Term

Piece-Work

## My range of experience includes:

- ◆ Web Page Design
- ◆ Database/SQL (MS Access)
- ◆ MS Office Products
- ◆ Documentation
- ◆ Data Entry
- ◆ Statistical Reporting
- ◆ Windows/Network Administration
- ◆ Technical Support
- ◆ Printer Support
- ◆ Visual Basic & VBA Programming
- ◆ COBOL Programming
- ◆ Postal Mailing Systems
- ◆ Desktop Publishing
- ◆ Supervision/Business Ownership



Put my knowledge-base to work for you.

## My Background

### Over the years, I have worked in these industry areas:

- ◆ Information Technology
- ◆ Healthcare
- ◆ Manufacturing
- ◆ Automotive
- ◆ Mortgage
- ◆ Military
- ◆ Non-profit After School Programs
- ◆ Customer Service
- ◆ Printing
- ◆ Restaurant
- ◆ Hair Salon
- ◆ Consulting
- ◆ Sales
- ◆ Construction

