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| **Theresa L. Ford** | 24562 Spriggs Court  Hollywood, Maryland 20636  240-298-7081, T@Cattail.Nu  <http://www.cattail.nu> |

SKILL SUMMARY

* *Databases*: Microsoft Access, MySQL, SQL Server, Oracle, Core Data, Tap Forms
* *Programming Languages*: Visual Basic, SQL, ColdFusion, HTML, CSS, JavaScript, BASH Shell Scripting, PERL, Flash, PHP, Objective C / Cocoa / Swift (Mac / iOS), C#
* *Graphics & Video*: Adobe Photoshop, Adobe Illustrator, Blender, Adobe Flash, Corel Painter X, The Gimp, Adobe After Effects, Microsoft Visio 2003
* *General*: Microsoft Office, Cygwin, virtual machine software, code editors, technical writing
* *Operating Systems*: macOS, MAC OS X, Microsoft Windows, Ubuntu, Gentoo, Redhat, FreeBSD
* *Information Assurance*: Data analysis, course material preparation, certification and accreditation package preparation

EDUCATION

* Bachelor of Science Degree in Computer and Information Science (4.0/4.0) 2005

University of Maryland University College

* Diploma, St. Mary's Ryken High School, Leonardtown, MD 1988

CERTIFICATIONS

* CompTIA CTT+ 2011
* ISC2 CISSP 2010
* Certified Ethical Hacker (CEH) 2009
* CompTIA Linux+ 2008
* CompTIA Security+ 2008
* Microsoft Certified Professional, ID #386472 Expired
* Microsoft Visual Basic 4.0 1998
* Microsoft Windows Operating Systems & Services Architecture I 1997
* Microsoft Access 2.0 1996

TRAINING

* Certification CEU Training (assorted) Ongoing
* Leadership Development, Wyle 2011
* CompTIA Certified Technical Trainer (CTT+), Wyle 2010
* Certified Ethical Hacker (CEH), IA Academy, Wyle 2009
* CompTIA Linux+, IA Academy, Wyle 2008
* Lynda.Com Training Courses 2007-2011
* Antiterrorism Level 1 Training, Wyle Laboratories 2006
* Working with Ultra Fractal, Visual Arts Academy 2006
* Linux Security for Mission Critical Applications, Business Training Library 2005
* UNIX: System Administration, Business Training Library 2003
* The Linux Operating System, Business Training Library 2003
* UNIX: Programming Tools, Business Training Library 2003
* UNIX: Shell Programming, Business Training Library 2003
* The Hack-Counter Hack Training Course, Ed Skoudis 2002
* Deploying Intrusion Detection Systems: Hands-On 2002

Learning Tree International

* SQL Server 2000 Database Administration: Hands-On 2002

Learning Tree International

* ASP.NET and WebForms: Hands-On, Learning Tree International 2002
* SQL Server 2000 Introduction, Learning Tree International 2002
* AT Level 1 Awareness Training, NAVAIRSEFAC 2001
* Advanced C Programming, Charles County Community College 1998
* Oracle 8 Database Administration, Oracle Corporation 1998
* C Programming, Charles County Community College 1998
* Advanced Excel for Windows, Application Development 1995
* How To Be A Better Technical Writer, Keye Productivity Center 1994
* Procurement Integrity Law, AlliedSignal In-House Training 1992

**WORK HISTORY**

**Self employed, author.** Sep 2016 - Present

* Maz, Origin. Available at Amazon. Speculative Fiction, science fiction.
* My Art Cards, Volumes 1 & 2. Available at Amazon. Art.
* Colony One. Available at Amazon. Fiction, science fiction, with a dash of romance.
* Stealing Magic. Available at Amazon. Fantasy. Updated.
* Lawful Good Thief. Available at Amazon. Fantasy. Updated.
* Math for Artists. Interactive iBook.

**Self employed, consultant.** Sept 2016 – Present

* Instructor (Photoshop, Watercolor).
* Tutor (Photoshop, Programming).
* Programmer.

**ComputerHope.com** May 2022 – Present

* Writer, editor.

**St. Mary’s County Parks and Recreation** Jun 2019 – March 2020

* Part-time skating rink employee.

**Holmes-Tucker International, Inc. (HTii)** Feb 2012 – Sep 2016

SOFTWARE ENGINEER

* Design, develop and maintain Test Management Information System (TIMS).
* Developed a Microsoft Access application software patch system, and a software programming tool to streamline and reduce cost for TIMS support.
* Developed a Microsoft Access application and database analysis engine to compare application instances.
* Developed a data comparison tool.
* Developed database to store corporate Systems Engineering Technical Reviews (SETRs) knowledgebase.
* Prepare corporate branding graphics. Assist with proposal response. Provide multimedia (graphics/video/audio) and Microsoft Office application support.

**WYLE** Nov 2005 – Feb 2012

LEAD ENGINEER-INFO TECH

* Developed an internal Wyle database for cost estimating.
* Assisted with the Wyle IA Academy, including course material preparation and project management.
* Assisted with developing a DIACAP package for PMA 231 E-2D ALE.
* Instructed Advanced Microsoft Access, Security+, CISSP.
* Performed data analysis for Information Assurance (IA) operational readiness evaluation for EUCOM.
* Assisted and instructed fellow programmers.
* Upgraded and maintained a document management database.
* Developed and updated database applications using Microsoft Access, ColdFusion, HTML, BASH shell scripting, and JavaScript for AIR 4.0P Airworthiness.
* Presented a “Brown Bag Lunch” class on Microsoft Access for Developers.
* Multi-time Speaker at the Wyle Laboratories Access Users Group: Dynamic Multi-Report Filters, Creating Exact Government Forms using Visual Basic in Reports.
* Developed an AIRS NATOPS conference database application for the offline editing of NATOPS data using Microsoft Access.
* Provided database support at NATOPS conferences for the F-18A-F and VH-3D/VH-60N.
* Created a BASH shell script to convert the Airworthiness database for the website conversion effort that dynamically incorporated Version 1 development changes into the Version 2 baseline for parallel development.
* Created a Version 1 to Version 2 Interface Help webpage to show users of the old system where to find equivalent features in the new system.
* Corrected script and interface problems in the Airworthiness XML Review module.
* Created a Microsoft Excel application to format and clean JPAS data.
* Developed a site statistics module for the Airworthiness website to help highlight potential data problems and server status using ColdFusion and BASH shell scripts.
* Developed a Microsoft Access application to track help desk and tasking for Wyle Laboratories / Airworthiness.
* Developed a Microsoft Access application to support the AIR 4.0P Help Desk.

**COMPUTER PROGRAMMER III** July 2003 – Nov 2005

THE MIL CORPORATION

* Maintained, updated, and developed Microsoft Access databases and an Oracle database application. Improved current systems according to user requests and system analysis. Tested programs, wrote and illustrated documentation, and supported applications. Provided Microsoft Office support for in-house and government personnel.
* Converted a Personnel directory application database system from Oracle/Microsoft Access to Oracle and the MyNAVAIR Portal website. Designed, developed, and implemented the Reports Processing Tracking System, which tracks, job status, and analyzes work with labor and materials costs. Designed, developed, and implemented a computer security Advisory database for tracking the installation of software patches and updates.

**SOUTHERN MARYLAND SOFTWARE PROCESS** Sept 2003 – Sept 2004

**IMPROVEMENT NETWORK (SPIN)**

EXECUTIVE SECRETARY (ELECTED VOLUNTEER)

* Recorded attendance and minutes.

WEBMASTER (ELECTED VOLUNTEER) Sept 2001 – Sept 2003

* Overhauled SPIN website using HTML, CSS, and JavaScript. Set up mail forwarding for the Executive Board. Took pictures, prepared and optimized graphics and compressed downloads. Updated website information periodically.

**QSYS, LTD.** Nov 1999 – Jan 2003

SENIOR CONSULTANT

* Decision maker and key programmer for the NAVAIRSEFAC Support Equipment Rework Tracking System (SERTS) database warehouse. Involved with all phases of the application life cycle, including analysis of the business methods, system design, planning, hardware acquisition and setup, implementation, documentation, maintenance (including monitoring, performance tuning, system backups and upgrades), and user support of SERTS. This worldwide, 24/7 system provides tracking for supply (purchasing, inventory, shipping/receiving), quality assurance, production control, labor, and contracts funding to over 100 NAVAIRSEFAC users. This system has multiple front-end applications in Microsoft Access and ColdFusion, which utilizes data stored centrally in Microsoft Access and SQL Server (with some stored procedures). Setup, configured, maintained, secured, and monitored the ColdFusion web server. Assisted with the firewall configuration for the network and assisted with PC security/services audits. Prepared and presented software training and data analysis reports to groups of 10-60 people. Responsible for help desk support and assisting users with smaller Microsoft Access databases and Microsoft Office.

**NAVMAR APPLIED SCIENCES CORPORATION** June 1999 – Nov 1999

CONSULTANT

* Provided Microsoft Access and Visual Basic programming help and instruction to the senior programmer for complex application requirements.

**THE MIL CORPORATION** Nov 1997 – June 1999

COMPUTER PROGRAMMER II (follow-on contract to OTG)

* Used SQL, SQR, and Crystal Reports to create reports for a government financial Oracle system. Supported Microsoft Access databases. Continued to support, instruct, and assist users with Microsoft Windows and Microsoft Office applications. Prepared contract deliverable documentation and reports, including graphics, charts, and spreadsheet cost estimates.

**OPEN TECHNOLOGY GROUP (OTG)** Oct 1995 – Nov 1997

PROGRAMMER (follow-on contract to Compliance Corp.)

* Designed, programmed, and implemented Microsoft Access applications in a LAN environment for Mechanical Facilities Tracking System (with an intelligent administration supporting application), Vehicle Fuel Tracking System, Procurement Report System, and Phone Log. These normalized databases used Access Basic, macros, and complex SQL, and demonstrated both top-down program design and graphical user interface (GUI) design. These systems integrated Microsoft Access with other Microsoft Office products using OLE (object linking and embedding) and DDE (dynamic data exchange).
* Continued to support, instruct, and assist users with Microsoft Windows and Microsoft Office applications. Prepared contract deliverable documentation and reports, including graphics, charts, and spreadsheet cost estimates.

**COMPLIANCE CORPORATION** Oct 1993 – Sept 1995

PROGRAMMER

* Analyzed processes for streamlining, improvements, and software upgrade feasibility. Created new applications designed to enhance current tasks: a Job Request Tracking relational database, a company-wide forms program for WordPerfect users, an IP address tracking system that uses Dynamic Data Exchange (DDE) to ping any selected IP address, and a WordPerfect template for DOD-STD-7935A and SECNAV INST 5233.1B.
* Supported, instructed, and assisted users with Microsoft Windows and Microsoft Office applications. Prepared contract deliverable documentation and reports, including graphics, charts, and spreadsheet cost estimates.

**ALLIEDSIGNAL TECHNICAL SERVICES CORPORATION** July 1991 – Oct 1993

DATA PROCESSING CLERK

* Worked with the lead programmer using systems analysis methods on a complex dBase IV relational database that tracked warehouse inventory (MAINEVS). Programmed maintenance routines as the MAINEVS Database Administrator, helped maintain the inventory, and fully documented all facets of the system (maintenance manual, database schema, program code analysis, end user manual).

**ALLIEDSIGNAL TECHNICAL SERVICES CORPORATION** Feb 1991 – July 1991

KEY ENTRY OPERATOR

* Desktop publishing, administrative support, and software instruction. Prepared documentation for the technical writer using WordPerfect, Adobe Illustrator, CorelDraw, and AutoSketch. Audited timecards, travel expense reports, and shipping documentation. Learned new applications and instructed personnel on these programs, demonstrating applicable tasks. Beta tested applications developed by the programmer. Assisted the lead technician in developing test plans, compiling test data, and preparing reports.

**WORDS PLUS** May 1989 – Dec 1990

TYPIST

* Desktop publishing for resumes, papers, illustrations, fliers, graphs, and charts.

SECURITY CLEARANCE

* SECRET, Department of Defense, Granted August 12, 2003, Currently Active

ACHIEVEMENTS/AWARDS

Additional Organizations

* Apple Developer, 2010-Present
* Maryland Writer's Association, 2020-2024
* Maryland Writer's Association, Graphics Coordinator, 2020-2023
* Talk of the Town Toastmasters, 2009-2010
* National Association of Photoshop Professionals, 2007-2018
* St. Mary's County Camera Club, Meeting Coordinator, 2007-2009
* St. Mary's County Camera Club, Publicity Chairman, 2006-2007
* St. Mary’s County Camera Club, Speaker (Digital Darkroom), 2005-2006
* St. Mary’s County Camera Club, Treasurer, 2005-2006
* St. Mary’s County Camera Club, Member, 2004-2006
* Southern Maryland Software Process Improvement Network, Executive Secretary, 2003-2004
* Southern Maryland Software Process Improvement Network, Webmaster, 2001-2003
* Southern Maryland Software Process Improvement Network, Member, 2000-2004
* Fantek, seminar instructor for basic and advanced origami, home PC security, website creation, and wilderness survival, 2003-2005
* Fantek, member, 1999-2006
* Ancient Anguish Senator, Arch of Education (in charge of new game developers and programming instruction), 1998-2009
* Alpha Lambda Delta, Honors Fraternity, 1988-1990
* College: Residence Hall House Council Secretary, Biology Tutor, Fantasy Role Players Guild Community Service Chairperson
* High school: Literary Magazine Fiction Editor and Typist, Future Business Leaders of America, Writing Club, Drama Club Stage Manager, Student Assistance Team, Chorus
* Literacy Council Volunteer, 1987
* Middle school: Peer Advisory Board, Olympics of the Mind

Technical Achievements

* Designed and created databases for
  + Lexington Park Volunteer Rescue Squad, 1999
  + The Studio for Total Fitness (http://www.totalfitnessstudio.com/), 2000
  + 2 Fantek Live Action Role Playing Games
  + LPC Code Generator for Ancient Anguish (online game)
* Designed, created, and ran 4 Fantek Live Action Role Playing Games, each for 30-100 people over 3 days.

Awards

* Image of the Week, National Association of Photoshop Professionals, 2007
* St. Mary’s County Fair Photography Contest Awards, 2005, 2006, 2007
* John F. Sobola Memorial Award, 2002
* High school: 3 music scholarships, Archdiocesan Honors Band, several music awards, math and composition awards
* Middle school: Ranatra Fusca Creativity Award