Resume of Chalmie Calhoun

6004 45th Avenue, Eldon, IA 52554 – 641.226.0699 – chalmiec@gmail.com – http://chalmie.com

Chalmie Calhoun Complete Resume

6004 45th Avenue, Eldon, IA 52554

Phone: 641 226 0699

e-Mail chalmiec@gmail.com

Computer Experience

Duties:

- Design/administer/install/maintain network hardware, software, cabling and backups, and internet services including web site and e-mail services
- Work with Users and programmers to design and document and implement new systems
- Work with Users to design or help them to design queries using MS Query, Crystal Reports and other tools
- Document, suggest and implement improvements to existing systems
- Solve problems using various query and programming tools, analytical procedures and by working with Users and professionals
- Write computer programs using SQL (Transact-SQL language) and Progress database programming language. Some knowledge of Microsoft VB (Visual Basic)
- Complete responsibility for for e-mail administration, most recently using MS Exchange and MS Outlook
- Complete responsibility for Windows domain and Active Directory from setting up and maintaining domain controllers to setting up individual users
- Complete responsibility for phone system administration and troubleshooting, including voice-mail, etc.
- Arrange and/or perform computer training regarding various software and hardware products
- Analyze, make recommendations, and implement PC hardware and software
- Coordinate purchases, installation, maintenance, etc. among several vendors of hardware, software, consultants and mechanical people
- Analyze hardware & software problems and work with vendors when necessary to solve these problems
- Provide phone & personal support to customers and staff on difficult problems

Background & Experience:

- Replaced system hardware components and built computers from components
- Differentiate between hardware, software, network and user problems and resolve these problems
- Spent 6 years as RPG II programmer using IBM System 34 and System 36 and two years as programming using Progress DB, VB (Visual Basic), Transact SQL
- Wrote custom systems for several employers
- Have handled several complete system conversions
- Have often had sole responsibility for programming, computer operations, and User support

Tools Used:

- HTML, FTP, Netscape, Front Page, Macromedia Dreamweaver and Fireworks, WordPress and other Internet tools and protocols
- SALESFORCE.COM (replaced ACT software), ADP (replaced local Mas90 payroll system), Office365 Exchange Server (replaced local MS Exchange front end, back end, and spam filter servers)
- Microsoft Office, all versions of Windows and DOS, VMWare ESXI, VEEAM, Backup Exec, Novelle Netware
- VB (Visual Basic), Transact SQL, MS Query Progress database language and ODBC, Crystal Reports, Monarch Software
- Lotus 1-2-3, Microsoft Office, Word Perfect and Microsoft Works
- Several accounting software packages
- Remote control software (Team Viewer, WebEx, log me in, etc.)
- Numerous other software products used for various purposes

Office Experience

Accounting & Bookkeeping

- Prepare Monthly & Annual Financial Statements (Cash & Accrual)
- Prepare annual partnership income tax return
- Accounts Receivable (some collections) and Accounts Payable including check writing & check signing authority
- Payroll check writing, quarterly and annual reporting
- Accounting and billing for professional time and expenses
- Deal with vendors and customers to obtain maximum cash usage performance

Office Administration

- Scheduled and monitored workload and flows among partners and staff
- Handled many inter-office operations and communications
- Made recommendations & monitored construction of new office including a crucial timely completion
- Engineered and supervised moving of entire office (with a staff of twenty) to new location in one weekend
- Set up new offices & move existing offices in remote cities
- Negotiated building and equipment leases for all locations
- Performed research & made recommendations for all office equipment
- Dealt with landlords & mechanics on minor repairs & other details pertaining to office locations
- Reviewed and maintained insurance policies

Human Resources

- Hiring decision making, resume screening, reference checking
- On campus and other recruiting and interviewing
- Authored firm "Personnel Manual"
- Planned, designed and implemented cafeteria fringe benefit plan for several companies
- Marketing
- Developed & maintained prospect lists and made cold calls
- Attended local social gatherings at several geographically separate offices
- Edited and wrote articles for quarterly newsletter

Chronological Work History

1998 – 2016 – Analyst/Network Administrator/Systems manager for a local manufacturing company. Accomplishments here include implementing wireless network access to the entire campus. Brought computer access for time tracking work order scanning and mechanical drawing viewing to the factory floor. Moved marketing contact management, e-mail server and payroll functions from local servers to the cloud. In a few months after joining the company I resolved a server problem which had been causing 30 minutes to 2 hours down time for all users about twice a month. I designed and implemented a new physical inventory counting and recording system. Switched ISP's and phone service providers several times, saving money and improving service each time. Implemented network address translation, making our LAN computers unavailable for access over the Internet without interruption of any Internet services by local users and have installed a number of new firewalls including the latest Cisco ASA firewall. Brought development of company web site in house. Supported from twenty users and two servers when I started employment to over one hundred users and a dozen virtual servers.

1996 – 1998 – Systems Analyst with Packagenet, a Service Organization servicing over 3,500 supermarket locations, nationwide. My biggest accomplishment was the design and implementation of moving data entry of weekly paperwork overseas and the related procedures for transferring information both ways. This allowed a workforce reduction, from six to three people in the data entry department. I was selected to stay during two separate layoffs which saw the IS Department reduced from ten to four people.

1986 – 1996 – Office manager for a CPA Firm. Initial duties included hardware and software installation and some custom programming for clients. Three months after I began full-time employment the bookkeeper /administrator died and I assumed full responsibility for this work under the title Office Manager. I computerized all bookkeeping functions using Lotus 1-2-3 spreadsheets and later installed Mas90 accounting software. I converted the data from the time and billing and accounts receivable systems on a larger computer to Mas90, running on a PC. With the help of some Lotus spreadsheets I engineered the moving of the entire office (furniture, equipment, etc.) in one weekend with no down time. This happened at the very busiest time of the year.

1981 – 1986 – MIS Director and programmer for McCurdy Seed Company in Fremont, IA. Wrote programs on IBM midrange systems and directed operations. Some accomplishments include the complete design and implementation of inventory and maintenance systems. Revamped chart of accounts for general ledger to make it more User and computer friendly. Wrote several programs to eliminate the need for hiring part-time help.

1979 – 1981 – Computer programmer for Keokuk Area Hospitals in Keokuk, IA. Designed software and wrote programs for patient services, inventory, accounts receivable and other areas. Worked on IBM midrange level machines and engineered installation of a new system. Worked with all departments to design new systems and maintain of existing systems.

1974 – 1979 – Expediter/Serviceman for Calhoun Real Estate in Batavia, IA. Franchise sold factory built homes. I worked with homeowners, franchisor, and contractors doing site preparation, schedule coordinating, and warranty and other service on new, factory built homes.

1970 – 1974 – U S Navy. Stationed in Hawaii, Norfolk VA, Charleston SC. Duties were mainly in computer operations on varying systems with some light programming.

1968 – 1970 – Student at Indian Hills community college in Ottumwa, IA. Received AA Degree in Electronic Data Processing. Much of the training was in specific computer languages. Additional training for the degree was provided in the areas of accounting, communications skills, systems analysis, etc.

1968 – Graduate Cardinal High School, Eldon, IA

Keywords

For people who may want to scan this document electronically for keywords and elect to print and scan it on an optical scanner or receive a paper copy to be scanned on an optical scanner the following keywords have been provided. Alternately, you could right click on this web page and save it to a file on your computer.

Computer, PC, Network, Networks, Networking, Microsoft,
Novell, Sage, Mas90, Software, Hardware, Cat 5, Category 5, Hub, Hubs, Switch, Switches, Router,
Routers, NAT, Network Address Translation, Cisco, D-Link, Bay Networks, Nortel, Patch Panel,
T568B, Microsoft Office, MS Office, Office, Microsoft Word, MS Word, MS Excel, Microsoft Excel,
MS Power Point, Microsoft Power Point, MS Access, Microsoft Access, User Help, User Training,
Accounting, Accounting Software, G/L, A/P, P/R, A/r, Inventory, General Ledger, Accounts
Payable, Payroll, Accounts Receivable, Autodesk, Autocad, Inventor, Drawings, Act, ACT!, Contact
Manager, CNC, Wireless, Orinoco, Wavelan, Cisco, 802.11, HP, Hewlett Packard, Hewlett-Packard,
Netserver, HP Netserver, Hot-Swappable, Raid, Raid 0, Raid level 0, Raid 5, Raid level 5,
Disk Mirror, Mirroring, Striping, Stripe, Stripped, ethernet, 10 Base T, 10 Base 100, 10 Base 2,
802.2, 802.3, Gigabyte ethernet. fiber optic, fiber-optic, coax, coaxial, RJ-45, RJ-11,
auto-sense, digital, scanner, camera, program, graphics, web, www, Internet, HTTP, FTP,
Internet Explorer, Netscape, Navigator, Netscape Communicator, HTML, Editor, Quark, Photoshop,
Adobe, PDF, Acrobat, WS-FTP, Cute FTP, Toshiba, Dell, IBM, Compaq, Printer, Laser, Laserjet,
Designjet, Deskjet, Okidata, Epson, dot-matrix, AOL, IP, TCP/IP, IPX, SPX, IPX/SPX, Protocol,
Network, Client, Server, Client/Server, SQL, Oracle, Sequel, Database, gateway, backup, back-up,
back up, SCSI, IDE, DAT, DLT, Tape, Disk, CD, cd-rom, cd rom, HDD, FDD, SCSI 2, Ultra SCSI,
Monitor, Flat-Panel, Pixels, resolution, VGA, SVGA, T-1, CSU/DSU, DOS, Apple, Finder, Mac,
Powerbook, Desktop publishing, communications, modem, Zip, Jaz, Anti-Virus, Anti virus, virus,
Norton, McAffee, Symantec, Palm Pilot, Palm, 3com, Mindspring, Handspring, Macromedia,
Dreamweaver, Fireworks, Frontpage, Front page, Crystal Reports, CRW, Seagate, Western Digital,
Backup-Exec, Backup exec, Hot Sync, Hotsync, Synchronize, MS outlook, outlook, Pegasus mail,
e-mail, email, SMTP, POP, POP3, Lotus, Lotus 1-2-3, Lotus 123, Wordperfect, Suite, Corel, Draw,
Corel, office, volo-view, iis, mmc, pc anywhere, carbon copy, OS, GUI, Servicepack, update,
patch, logitech, IR, infrared, RF, radio frequency, interface, Borland, CDR, CDRW, CD-RW, DVD,
creative labs, sound, sound card, multimedia, speakers, Jetdirect, webjet, jetadmin, Quicken,
USB, firewire, serial, parallel, Windows for Workgroups, Windows 3.11, Windows 95, Windows 98,
Windows ME, Windows NT 3.5, Windows NT 4, Windows 2000, Windows XP, Domain, Office XP, DHCP, DNS,
Proxy Server, US Robotics, Iowmega, Winfax, Fax, SMC, NAV, Direct Deposit, Warranty,
Service, software,