

SUSAN CARDINAL

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PROFESSIONAL EXPERIENCE

The Blake School, Wellborn, FL

9/2006 – 6/2008

Teacher/Media Specialist

- Taught upper school math and science including Basic Math, Pre-Algebra, Algebra I, Geometry, Algebra II, Biology, and Chemistry. This included preparing materials for testing in all Math courses.
- Designed and implemented online read-only grade access system for the upper school students using HTML, PHP, JavaScript, and MySQL. Grades were exported from teacher spreadsheets on secured computers via a VB application, uploaded, and imported into MySQL using a PHP application. Students accessed grades via a web application from MySQL with assigned usernames and initial passwords.
- Provided support for all computer related matters including hardware setup, web site, and use of Microsoft Office.

CUSTOM CLIPS, Wellborn, FL

2/2001 – 9/2006

Web and Visual Basic Developer/Analyst

- Developed Visual Basic code and Microsoft Office (Excel, Word) automation that supported marketing, billing, and customer support functions for pharmaceutical, biotechnology, and technology clients such as Amgen, V2, and Pacific Coast Cable.
- Developed secured online questionnaires utilizing HTML, PHP, JavaScript, and MySQL to collect, organize, and perform initial validation of data from multiple locations across the country before downloading for analysis.
- Coded VB modules to:
 - Create interactive Microsoft Word forms (questionnaires) which populated fields from information located in other applications such as Microsoft Excel and performed data validation.
 - Manage, maintain, and distribute contact information provided by clients in Microsoft Excel.
 - Transfer information between MS Word documents and MS Excel workbooks.
 - Validate and analyze collected data in Excel workbooks.
- Interfaced with client representatives to gather requirements, develop specifications, coordinate change requests, and provide technical support.
- Provided technical training and support to a geographically dispersed team of interviewers who used the custom online questionnaires.

REPRESENTATIVE PROJECT:

Quarterly Sales by Indication for Amgen (a Biotechnology company)

- Developed a secured online questionnaire for interviewer input using HTML, PHP, JavaScript, and MySQL for the project. The objective was to determine the total usage of the drug from a sample of 1000 facilities.
- Developed VB routines to manage the contact information, distribute contact lists to interviewers, and validation of completed interviews from interviewers.
- Wrote VB modules to gather information and tabulate it for the marketing department; Marketing was able to analyze the data and formulate new marketing strategies if needed. Implemented automation using the Visual Basic for Applications, MS Word, and Excel.
- Wrote VB routines to export interviewee payment information to VersaCheck for generation of honoraria checks.

- Exceeded demanding project deadlines as short as 40 hours. This project, along with others within the series, was completed to the client's complete satisfaction.

FERME LANIDRAC, Hawkesbury, ON

7/1995 – 2/2001

Programmer

- Designed and developed several agricultural tracking, reporting, taxation, and billing utilities using Microsoft Access, Excel, and Visual Basic.
- Performed various other duties including Internet research and computer technical support.

SECOR CONSULTING, Bohemia, NY

7/1990 – 9/1994

Developer/Technical Consultant

- Designed and developed a set of multitasking packages for processing Reuters headlines in ISO 2022 and ISO 10646 encoded in UTF format. Wrote applications on a VAX cluster under VMS using Ada; prepared system documentation.
- Updated and rewrote a GLOBEX product functional specification for the Reuters Technical Publications Department using DECwrite on a VAX cluster.

REUTERS INFORMATION SERVICES, Hauppauge, NY

9/1987 – 7/1990

Programmer/Analyst

- Automated in-house procedure for additions, deletions, and updates to the Reuters live financial database using Pascal and Ada interfacing to Sybase SQL Server on a VAX cluster.
- Converted manual system to a system providing attribute derivations based on a minimal amount of data, with automatic deletion of expired data, and specialized screen forms for ease of entry. Designed the Proformas database that kept track of financial instruments.

GRUMMAN AEROSPACE, Bethpage, NY

11/1982 – 8/1987

Software Engineer

- Provided programming support for engineering; wrote program conversions, imaging utilities, and interfaces to Oracle databases. Also delivered technical training.
- Developed real-time control display simulation software for a prototype, and for the Grumman A6 Intruder Navigational Display System. Held Top Secret security clearance.
- Designed and wrote the System Database (SDB) that supported system engineering activities, organized system requirements, and tracked functional decomposition of project tasks. Utilized Pascal and VAX DBMS for information storage. Later converted from DBMS to Oracle using the Oracle SQL*Pro interface.

TECHNICAL SKILLS**Programming Languages:** VB, PHP, HTML, JavaScript, C, Assembler, Ada, Pascal, FORTRAN**Databases:** MySQL, Oracle, Sybase, Microsoft Access,**Operating Systems:** Windows XP/2000/NT/98/95/3.1, VMS**Software:** Photoshop; Microsoft Word, Excel, PowerPoint; Peachtree Accounting; VersaCheck**EDUCATION**

Polytechnic Institute of New York, Brooklyn, New York

Master of Science in Computer Science – 1986

State University of New York, Stony Brook, New York

Bachelor of Science in Computer Science – 1981