

Lori F. Parks

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SUMMARY OF QUALIFICATIONS:

- 5 years experience in manufacturing environment.
- 10 years experience in ERP implementation and support.
- Ability to communicate confidently and effectively with all levels in an organization.
- Capable of dealing with sensitive and highly confidential information with the utmost discretion.
- Proactively identify opportunities for improvement and develop efficient solutions.
- Effective organizational and time-management abilities.
- Team player with excellent listening and problem solving skills.
- Capable of training employees as well as developing curriculum.
- Extensive experience with database design and report writing.
- 10 Years experience managing computer networks.
- Network+ Certification - Current
- A+ Certification - Current
- Bachelors of Science Degree Information Systems Management

PROFESSIONAL EXPERIENCE:

INFORMATION TECHNOLOGY ANALYST

2007 TO PRESENT

PELICAN WIRE COMPANY, INC.

Ensure the daily operation of information systems throughout the company. This includes but is not limited to: E-mail, network infrastructure, servers, desktop software, and ERP/MRP programs. Advocate the usage of our ERP system in all aspects of the business including purchasing, quoting, financial recordkeeping, labor reporting and overall plant scheduling. Develop business and technical documentation and conduct training for employees when necessary. Create custom reports and grids for KPI dashboards. Generate and manage budgets for computer software, hardware, consultants and telephone system.

EXECUTIVE ADMINISTRATIVE ASSISTANT

2006 to 2007

BONITA BAY GROUP/BONITA SPRINGS, FL

Provided executive level support to the Sr. Vice President/Chief Financial Officer. Was responsible for coordinating data from the eight vice presidents in order to publish a report and PowerPoint presentation for the Board of Directors quarterly meeting. Fully responsible for collecting and tracking all charitable and political donation requests using a custom designed Access database. Submitted all requests to the CEO and Chairman of the Board for review. Once approved or disapproved, processed requests. Presented the CEO and Chairman with monthly reports and year end reports. Assisted Director of IT with report writing as needed, purchasing and invoice processing of all technology.

ADMINISTRATIVE COORDINATOR

2004 to 2006

ELIAS BROTHERS COMMUNITIES/NAPLES, FL

Provided executive administrative support to the three Owners and the VP of Human Resources. Successfully performed administrative work of a complex and confidential nature. Effectively managed the personal and business schedules of the Owners. Composed and distributed all owner business correspondence. Full responsibility for arranging and coordinating all executive level staff meetings. Performed mission-critical and time sensitive projects and reports for executive level strategic planning. Produced professionally written documents such as agendas, minutes, reports, charts, graphs, and presentations for the executive staff. Exceeded expectations with the design of a candidate tracking database for the HR department.

LEGAL SECRETARY

2003 to 2004

THOMPSON HINE LLP/CLEVELAND, OH

Provided administrative assistant/Legal Secretary assistance to three tax attorneys for a large and extremely busy law firm. Duties involved advanced Internet research, providing reports with Microsoft products and various legal software programs. Professionally interacted with high-level clients. Coordinated seminars and materials with various participants across the country. Responsible for all monthly billing for these three lawyers.

SOFTWARE TRAINER**1999 to 2003**

COMPUSA/NORTH OLMSTED, OH

Facilitated software training in the CompUSA training centers around the greater Cleveland area. Taught classes in Act!, Excel, Word, PowerPoint, Access, QuickBooks, Outlook and Front Page.

MIS MANAGER**1994 to 1999**

FORTNEY & WEYGANDT, INC./NORTH OLMSTED, OH

Responsible for the computer technology for this General Contractor. Duties included, system analysis, implementation of new hardware and software, troubleshooting, software training and user support. Assisted company President with database design, management, and training using the Access database program and SQL Server.

MARKETING SECRETARY**1992 to 1994**

BAKER HOSTETLER, ATTORNEYS AT LAW/CLEVELAND, OH

Supported the Event Planner, Communications Manager and Research Analyst. Assisted the Communications manager with media relations, advertisements, professional and trade directories and internal communications. Assisted the Research Analyst with market analysis, prospect and client research, surveys and proposals. Assisted the Event Planner with client seminars, client events, partner retreats and internal events.

ADMINISTRATIVE ASSISTANT**1987 to 1992**

A-M HOMES/NEWPORT BEACH, CA

Supported the Vice President of Land Development and the Vice President of Forward Planning for this fast-paced residential construction company with the many governmental approvals necessary to complete multiple large residential tracts. Coordinated with the civil engineers, soil engineers, governmental officers and attorneys in establishing tasks and deadlines for the approval and recordation of maps, legal documents, bonds and various reports. Solely responsible for processing documents for the Department of Real Estate to obtain Public Reports.

MANAGER OF SYSTEM OPERATIONS**1983 to 1987**

JM PETERS COMPANY, INC./NEWPORT BEACH, CA

Started as Construction Secretary and was quickly promoted due to my technology expertise and problem-solving skills. Solely organized and established all new procedures for each department to conform to the new network and financial software. Provided computer training and support to all departments.

EDUCATION:**Hodges University**

Bachelors Degree in Computer Information Technology – May 2013.

Associates Degree in Computer Information Technology – May 2011