

Business Manager: Career Center

Personal Profile -- Person ID: 55244

Name: Susan Johnston Address: 433 San Francisco
Utica, Illinois 61354
Email: sjohnston@comcast.net
Notification Preference: Email
Home Phone: (815) 224-4443 Alternate Phone:
Person ID: 55244 Former Last Name:
Month and Day of Birth:

Other Personal Information

Driver's License: Yes, Iowa Class C
Can you, after employment, submit proof of your
legal right to work in the United States? Yes
What is your highest level of education? Masters Degree

Preferences

Preferred Salary: \$35,000
Are you willing to relocate? Yes
Types of positions you will accept: Regular
Types of work you will accept: Full Time
Types of shifts you will accept: Day

Objective

Education

Graduate School
Keller School of Management
7/2004 - 12/2005
Orlando, Florida
Did you graduate: Yes
College Major/Minor: Public
Administration/Finance
Units Completed: 45 Semester
Degree Received: Master's

College
Northwest Nazarene University
www.nnu.edu
7/1992 - 8/1995
Nampa, Idaho

Did you graduate: Yes
College Major/Minor: Business/Education
Units Completed: 224 Quarter
Degree Received: Bachelor's

Work Experience

BUSINESS / I.T. ANALYST
10/2000 - Present

Hours worked per week: 20
Monthly Salary: \$0.00

May we contact this employer? Yes

Contractor
Caldwell, Idaho 83605

Duties

Managed planning and implementation of IT system upgrades, migrations and enhancements while leading teams of up to five contract staff. Interfaced with contractors and project team members to coordinate and streamline system transitions. Allocated resources, established project schedules and assigned tasks; provide skills training. Used systems management, email, disaster recovery and various other tools and applications. Selected accomplishment:

- Provided financial and statistical accountability of certain billing and funding accounts. Monthly and period reports were ran and entered into a statistical tracking report that I redesigned and then accounts were billed and mailed. I was also responsible for all sales tax reporting and certain other requirements such as permits and other required reporting.
- Planned and implemented comprehensive update of collaboration and GroupWise or Exchange software while working closely with site staff and management during all project phases
- Devised integral disaster recovery and business continuity solution and developed user monitoring tool.

I.T. Expert
5/2004 – 3/2006

Hours worked per week: 45
Monthly Salary: \$0.00
May we contact this employer? No

University of Florida
Gainesville, Florida

Duties

Served as enterprise information technology Project Manager and lead troubleshooting specialist. Worked closely with management team to identify technology and staff training requirements and develop actionable solutions to achieve organizational goals. Maintained departmental training records; trained senior managers, administrators and other staff. Generated planning reports, budget requests, software documentation and operating procedures.

Initiated application lifecycle development projects. Oversaw product assessments and hands-on system evaluations. Administered network composed of Linux, Windows and Novell servers by ensuring security, tracking accounts and managing email, file systems, disaster recovery and other processes. Used Microsoft Office suite, My SQL and other tools; programmed in Perl and HTML. Selected accomplishments:

- Improved staff effectiveness by initiating comprehensive, tailored training initiatives where none had previously existed including a well-received six-week project management education program.
- Forged and sustained drastically improved inter-departmental lines of communications to enhance overall organizational functioning.
- Led \$670K IT infrastructure update project; orchestrated systems migration from e Directory to Active Directory and Exchange.
- Developed a complete disaster recovery project plan that included procedures to install and implement secondary cooling and power sources.

Certificates and Licenses

Certified Cash Manager, Cert #211, Expires: 12/2012

Skills

Office Skills

MS Word, Excel, PowerPoint, Publisher,
QuickBooks

Typing: 50wpm
Data Entry: 125 kpm

Additional Information

Volunteer Information: I have volunteered for Paw Placement helping with their accounting needs. Worked 10 hours per week from Jan 2009 to Jan 2010. Created spreadsheets, entered expenditures into QuickBooks data base, balanced accounts Payable and accounts receivable records monthly.

References

Available upon request

Resume

Text Resume

Attachments

Attachment	File Name	Created By	Action
Resume	1418142.doc	Job Seeker	Edit

Agency-wide Questions

1. Q: Do you need accommodation in the application process due to a disability? If no, please skip to Question #3.

A: No

[Redacted]

2. Q: If yes, to question # 1, please describe the accommodation needed so that we may assist you:

A:

[Redacted]

3. Q: Which of the following categories applies to your current status? (If you have never been a Coconino County Employee, please skip to Question #6).

A: Never been employed by Coconino County

[Redacted]

4. Q: If you are a current or former employee of Coconino County, please provide your former name if it is different from this application.

A:

[Redacted]

5. Q: If you are a former employee of Coconino County, what were the dates of your previous employment:

A:

[Redacted]

6. Q: Have you ever been convicted of a felony? Do not list minor traffic violations (A "YES" answer will not necessarily preclude employment by the County).

A: No

[Redacted]

7. Q: If you answered "YES" to Question #6, please provide details such as the date and type of conviction.

A:

[Redacted]

8. Q: Did you receive a high school diploma or GED?

A: Yes

[Redacted]

9. Q: Name the location (City/State) of last high school that you attended:

A: LaSalle, Illinois

[REDACTED]

10. Q: Can you, with or without reasonable accommodation, perform the essential functions of the job for which you are applying?

A: Yes

[REDACTED]

11. Q: Where did you FIRST learn about the job opportunity?

A: Website (Not the County Site)

[REDACTED]

12. Q: If you answered "Other Source" or "County Employee" to Question #17, please provide more details.

A: www.governmentjobs.com

[REDACTED]

13. Q: Please read CAREFULLY before accepting.

Pursuant to A.R.S. 39-121, your application and resume may be considered public record and, as such, may be made available to any person, including the news media. In submitting this application, I understand that false statements will disqualify me for employment or cause my subsequent dismissal and that if I am employed, I will be bonded as an employee of Coconino County. I also understand that, if accepted for employment, I shall be required to sign a loyalty oath in addition to providing proof of identity and eligibility to work in the United States in compliance with the Immigration Reform & Control Act of 1986, as a condition of receiving any compensation from the County. In connection with this application, I authorize all corporations, companies, consumer reporting agencies, credit agencies, educational institutions, persons, law enforcement agencies, military services, motor vehicle departments and former employers to release any information that they may have about me to Coconino county or its agents, and I release them from any liability for doing so. If I accept employment as a non-exempt employee, I agree to work overtime when requested to do so and I understand and agree that overtime may be compensated either by monies or compensatory time off. I further understand that my employment is probationary for a period of one year, and that successful completion of probation does not guarantee permanent employment. I understand and agree that my acceptance on this document does not constitute a contract of employment. I certify that I am not related to a member of the Board of Supervisors.

A: I accept

[REDACTED]

Supplemental Questions

1. Q: Which best describes your level of education in accounting, business administration or a related field?

A: Master's Degree

[REDACTED]

2. Q: How many years of increasingly responsible budget/accounting experience do you have including professional bookkeeping, accounts payable, accounts receivable, budgeting or payroll?

A: 4 or more years experience

[REDACTED]

3. Q: Do you have experience providing administrative support such as accounting or data management to Grant funded programs?

A: 4 or more years experience working with grant funded programs.

[REDACTED]

4. Q: Please select your level of experience working with government fiscal systems?

A: d. I have utilized government software systems to track multiple grant expenditures and funding and I have developed ways to forecast future expenditures and funding.

5. Q: Please select your level of experience working with Management Information Systems.

A: d. I have work experience with inputting data, running detailed reports and developing MIS systems.