

**OBJECTIVE** Assisting others as a technical document writer, desktop publisher, web designer, tutor or trainer.

- PROFILE**
- Background in Math instruction and tutoring.
  - Excellent skills in all aspects of technical documentation (create, format, edit, review, proofread, convert to PDF).
  - Extensive PC experience – Windows, Internet, Email, Microsoft applications (WORD, Excel, PowerPoint, Access, Outlook, Front Page, Project), Adobe Acrobat.
  - Outstanding organizational skills and attention to detail, quality and accuracy. Self-starter requiring minimal direction.

**EXPERIENCE** **9/2003 - Present** **JME Services** **Lenexa, KS**  
**Various**

- Sole Proprietor of a home-based business: <http://www.jme-services.com>
- Math tutoring – pre-algebra through pre-calculus, junior high through college
- Computer tutoring – Microsoft Office, Internet, E-mail, Windows, File Management, etc.
- Desktop Publishing – Brochures, business cards, letters/forms, picture calendars, etc.
- Web Design – Several websites designed using DreamWeaver (see links via website above).

**8/2007 – Present** **Holy Trinity Catholic** **Lenexa, KS**  
**Aide for Junior High Math** **School**

- Work primarily with eighth-grade algebra classes – assisting teacher in classroom, designing and grading tests, tutoring students who need extra attention and providing classroom instruction as needed.

**5/2006 – Present** **Notre Dame de Sion HS** **Kansas City, MO**  
**Exam Proctor**

- Proctor AP and senior exams, giving detailed attention to required timing and handling of materials.

**Spring 2005 – Present** **Holy Trinity Catholic** **Lenexa, KS**  
**Guidebook & Business Directory Editor** **Church**

- Edited and published 2005-2006 Parish Guide Book & Directory (first time the parish published in-house versus using a professional guidebook publishing company). Based on success with that issue, took over project management responsibilities in addition to design, layout, editing, publishing and coordination with printer for the 2006-2007 issue. Responsibility for ad design, some ad sales and coordination of advertising contracts & payments was added for the 2007-2008 issue. Responsibility for overseeing bulk mailing was added in 2009-2010. Current edition is 84 pages including full-color ads and photos, with gross revenue over \$21,000.
- Created parish Business Directory in 2005; continue to edit, manage and solicit entries for the directory (both printed and on-line versions) which lists businesses that employ or are owned by parishioners. Online version can be viewed at <http://www.jme-services.com/BUSINESS-DIRECTORY/HOLY-TRINITY/>.

**9/2003 – 5/2007** **Various HS/Elementary** **KC Metro Area**  
**Substitute Teacher** **Schools**

- Substitute teacher at 6 private high schools (Bishop Miege, St. Thomas Aquinas, Notre Dame de Sion, Pembroke Hill, St. Teresa's Academy, Maranatha Academy) and 5 private elementary schools (Prince of Peace, Holy Trinity, Ascension, Holy Spirit, Nativity). Primarily covered Math and Computer classes, but also subbed for biology, physics, junior high science, social studies, physical education, foods, etc.

**1/2005 – 5/2005 and 11/2006 – 5/2007  
In-School Tutor**

**Shawnee Mission  
Schools**

**Shawnee Mission, KS**

- Provided in-school tutoring (via a Title I grant) three days per week for eighth-grade algebra and junior high math classes at Holy Trinity Catholic School in Lenexa, KS.

**12/2003 – 2/2004  
Office Manager – Medical Clinic**

**Village Shalom**

**Overland Park, KS**

- Office management; receptionist duties; ordering office/medical supplies; interfacing with insurance companies, pharmacies & other physicians; medical record and patient data entry into Logician system.

**11/1994 – 4/2003  
Senior Technical Staff Member**

**AT&T**

**Kansas City, MO**

- Process Management: Developed and documented processes, procedures, job aids and templates for a System Development Process that met requirements for ISO and CMM compliance. Conducted internal audits to measure process compliance. Led Process Management Teams and Quality Improvement Teams. Specialized in document control, coordinating activities of 20-30 geographically-dispersed document control librarians.
- Online Documentation Management System: Provided system requirements, conducted ROI studies, wrote help files, updated web pages, developed system documentation, planned & executed extensive user acceptance testing.
- Training: Developed and delivered courses (instructor-led, teleconference and web-based) on the system development process, document control procedures and use of the Online Documentation Management System.
- Coordinated team of 15-20 AT&T volunteers who provided math tutoring at a nearby high school. Conducted in-service training on MS WORD for teachers at the school.

**7/1987 – 11/1994  
System Developer**

**AT&T**

**Kansas City, MO**

- New/continuing development for CNRDB, an on-line input and data storage system for 4ESS electronic switches. Responsible for logical and physical design, code, unit test, system test, library control, production cutover schedules, detailed time & cost estimates, review moderation & follow-up and project management for major system releases.
- Project leader for a major reengineering effort, completed in 1991. The project involved a complete redesign of the logical and physical architectures of the system and a migration from IMS hierarchical data bases to DB2 relational tables.
- Developed innovative methods to document high-level logical design, improving accuracy of estimates and reducing time spent in producing/inspecting logical specs and code.
- Member of division newsletter staff.

**4/1982 – 12/1982  
Programmer**

**Southwestern Bell**

**St. Louis, MO**

- New development of IMS/COBOL software which figured commissions for account executives who sold Yellow Pages advertising. Responsible for physical design, code and unit testing.
- Project's IMS data base programming expert.

**7/1979 – 3/1982** **AT&T Long Lines** **Kansas City, MO**  
**Programmer**

- New development of IMS/COBOL (batch and on-line) software for IRAS-4E, which verified, updated and corrected information in the 4ESS electronic switches. Responsible for time & cost estimates, physical design, code and unit test.
- Represented AT&T on campus recruiting trips and at career fairs.

**8/1976 – 7/1979** **University of Kansas** **Lawrence, KS**  
**Assistant Instructor of Math**

- Taught Algebra, Trigonometry, Math & Geometry for Elementary Teachers, Topics in Math, Probability & Matrices, Statistics, Business Calculus I & II.
- Received Florence Black Teaching Award for outstanding performance by a first-year graduate student.

**EDUCATION** **1976 – 1979** **University of Kansas** **Lawrence, KS**

- M.A., Mathematics – 3.7 / 4.0 GPA

**1973 – 1976** **Missouri Western State College** **St. Joseph, MO**

- B.S., Mathematics – 4.0 / 4.0 GPA

## REFERENCES

- Gary Lammers, Principal**  
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