

PROFESSIONAL EXPERIENCE

- 10/2009 to Present* **Department of Highway Safety & Motor Vehicles:** Lake County, FL – 352-243-0679
Title: Driver Licenses Examiner 1. <http://flhsmv.gov/>
Work to enforce the highest possible standards to keep dangerous drivers off the streets, prevent identity theft and keep our borders safe. Determine eligibility or verify eligibility and issue driver licenses, temporary licenses and identification cards. Conduct road tests in all types of vehicles. Requires excellent computer skills, ability to communicate effectively, understand, retain and apply applicable rules, regulations, policies and procedures. Ability to assist a diverse cliental in a tactful, courteous and non-judgmental manner. Ability to maintain composure in difficult situations. Ability to handle cash. Maintain the confidentiality of information.
- 8/2008 to Present*
(part time basis) **Self-Employed: VideoSaysItAll.com,** Leesburg, FL – 352-267-5911
Providing streaming video for the Internet, basic video production and green screen capabilities. Owner and operator. <http://www.videosaysitall.com>
- 1/2006 to 8/2009* **G & E Pallets,** Okahumpka, Florida – 352-255-6033
Pallet repair. Pickup and delivery, forklift operator
Class A driver’s license with passenger endorsement (CDL)
- 6/2002 to 1/2006* **Self-Employed: Webs and Résumés,** Leesburg, FL – 352-267-5911
Owner and operator of web design business. <http://www.websandresumes.com>
- 3/1981 to 6/2002* **First Federal Savings Bank,** 800 North Boulevard West, Leesburg, FL 34748 – 352-787-3311
- 7/1999 to 6/2002* **Online Banking Manager**
- Designed and maintained corporate website.
 - Designed and implemented First Federal’s online banking system.
 - Established the online banking system throughout the entire corporate system
 - Initiated construction of the network infrastructure, including administering and managing technology compliance.
 - Responsible for decisions regarding purchase of equipment and software, system operator training, overseeing employees, maintaining security of ownership and identity of retail and commercial customers, managing right of privacy issues and access to accounts, overseeing monthly billing and customer service, processing daily online bill payments, as well as commercial transactions for payroll, wire transfers, and ACH payments.
- 6/97 to 7/99* **Internal Network Assistant**
- Major responsibilities included assisting employees with software and hardware problems; establishing rights and access to files concerning Microsoft NT server issues, and managing internal email.
- 6/92 to 6/97* **Branch Manager, Fruitland Park Branch**
- Major responsibilities included managing vault funds, employee training, and loan origination.
- 4/90 to 6/92* **Loan Servicing Department**
- Major responsibilities included supervising five employees, data processing of new loans, construction loan disbursements, parameter setup for adjustable rate loans and monitoring renewal indexes and amortizations, insurance coverage, taxes, escrow accounts, and REOs.

SOFTWARE EXPERIENCE

Microsoft & other Applications: Word, Excel, Access, Publisher, Image Composer, Front Page, Outlook, Outlook Express; Pinnacle Studio 12 Ultimate, On2 FlixPro, EasyFLV, Dreamweaver Website Design, WordPress, Adobe PhotoShop, Adobe Acrobat Reader, PCAnywhere, WS_FTP Pro, Lotus Approach 97, Norton Antivirus, Quicken, QuickBooks, Web Trends Website Log Analyzer

Fiserv Orlando: First Federal's mainframe.

Mosaic: Teller platform.

Easy Lock: Customer relation management.