

MARK SPECIALE

285 Mathilda Dr. #20
Goleta, CA 93117

805.403.7066

Mark@MarkSpeciale.com
<http://markspeciale.com>



Mark is a very communicative, hands-on Project Manager with an ever-growing skillset. He leverages the vast resources of the Internet to find and use the most current, stable technologies to solve problems and exceed project enablers' requirements.

Mark loves people and is very good at leveraging their skills, experience and creativity to ensure that even the most complex projects are executed effectively and completed on time.

NATURAL SKILLS / TRAITS

- Excellent communication ability
- Empathetic Leadership
- Workgroup Management / Organization
- Team Oriented
- Personable and friendly
- Self-Starter
- Avid self-educator

PERSONAL REFERENCES

Available upon request.

Project and Team Manager, Full-stack Web Application Developer, Trainer, Multimedia Producer, ISO 9001 Quality Management System Developer / Manager, and IT / Desktop Support Manager.

SKILL HIGHLIGHTS

Full-Stack Web / Standalone Application Development

- PHP, Javascript, ASP, Perl, VB, VBA, etc.
- MySQL, MariaDB, SQL Server, DB2 / iSeries, Oracle, 4D, any ODBC
- jQuery, JSON, Bootstrap, Angular MVC
- WordPress Development, Custom Plugins and Integration
- Responsive Cross-browser HTML5, CSS3
- SSL / Encryption / SEO / Google Analytics
- Photoshop, Illustrator, Dreamweaver, Flash, Project
- Asana, Jira, Salesforce, Github, AWS, VMWare
- SDLC, Waterfall, Agile, Scrum, Kanban

Work with project enablers, departmental Managers and end-users to determine the requirements and constraints of complex data management / reporting systems and applications and create or oversee their development and implementation. Create and deploy live-classroom or online, fully-automated user training systems and related documentation.

Project Management

- Analysis of Requirements and applicable Current Technologies
- Project Charters, Meeting Minutes and Facilitation
- Asana, MS Project, Excel, PowerPoint, Google Applications
- Team Management and Progress Tracking / Reporting

Communicate and work directly with project enablers, Customers, departmental Managers, Employees and end-users to detail requirements and constraints of mission-critical projects and process-improvements. Planning for product / application lifecycle management, including revision, support, documentation, end-user and Administrator training and effectiveness tracking.

IT Admin and Support

- Virtual Machine (VM) and Dedicated Hardware servers
- Windows, Linux (Ubuntu, etc.), Mac
- Apache, IIS Web Servers
- Printer / Driver / SW Support
- Hardware Repair and Replacement

Work with dedicated IT personnel to support network administration tasks such as user and server management, desktop IT support, network topography (routers, switches) troubleshooting/support.

Multimedia / Marketing Communications Production and Mgmt.

- Photoshop, Illustrator, Flash, Premiere Pro, Final Cut Pro
- Training / Promotional video production
- Brochures, Cut-sheets
- Stock and Custom Images
- Flash Animation
- Logos / Illustrations
- Original Multitrack Digital Audio / Music Production

Work with Marketing / Management / Engineering personnel to develop effective videos and audio, as well as graphics and illustrations for print or web.

Training / Quality Management

- ISO 9001:2015 Auditing, System Development and Management
- Classroom Training Programs
- Automated, Intranet / Web-based training systems
- Custom Reporting and Data Management Systems

Create effective training and automated report systems to manage training status data and ISO 9001 compliance. Trained Lead ISO 9001 Auditor.

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RELEVANT EMPLOYMENT HISTORY

MANAGER - SPECIAL PROJECTS, Moseley Associates, Inc.

Goleta, CA — 1998-2018 (as consultant 2004-2007, then rehired FT)

Reporting directly to the President / CEO, including roles as ISO 9001 Quality Manager, Web and Software Developer, Systems Analyst, Graphic Designer, System Administrator, Database Designer / Manager, Multimedia Producer, Marketing Communications Manager.

Designed and Implemented Custom Web Applications and Client-Server Data Systems for All Departments. CD ROM / DVD Multimedia Projects, Logo Designs, Brochures, Web and Company Intranet Sites, and Online / Classroom Training Programs

As Quality Manager, led the company to ISO 9001-1994 Certification in less than 5 months. Switched company over to ISO 9001-2000 Standard Certification 2 years later and again revised the system to achieve ISO 9001-2008 certification. Performed regular Internal and Third-Party Quality Audits for all divisions nationwide. Facilitated monthly Quality Meetings and Quality Training Classes, and acted as Management Representative for Registrar Surveillance Audits. Created and implemented customized automation systems for...

- Process Audit Management
- Team Communications / Workgroup Systems
- Internal Audit Planning / Scheduling
- Task Management
- Meeting Agenda / Minutes / Action Item Management
- Key Performance Indicator Reporting
- SCAR and CAR/PAR Management
- Customized Mail Server Interface
- Serial Number Application / Tracking
- RMA Creation / Tracking / Web Integration
- Barcoded Shipping/Serial Labels
- Test Data Management
- NCP Management
- Forecast Planning
- Assembly Drawing / Product Documentation Management

Some of the programs / systems commonly used

- Adobe CC Master Suite
 - Premiere Pro
 - Photoshop
 - Illustrator
 - Dreamweaver
 - Flash
 - After Effects
- Cakewalk / Sonar
- Camtasia Studio
- SnagIt
- GoTo Meeting
- TeamViewer
- Skype
- MS Office
- Asana
- IBM iSeries Navigator
- INFOR PowerLink / XA
- RMB Service Management
- Xerox DocuShare
- DropBox
- Qualtrax
- SQLYog
- PHPMyAdmin
- PHP for MySQL Generator

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COMPUTER AND NETWORK TECHNOLOGIST III, UCSB

Isla Vista CA — 2005 to 2007

Design, Development, Quality Control, Training, Programming and Support of cross-platform, campus-wide financial management database system. Written in 4D and in use on PCs and Macs in more than 27 organized research units and academic departments for intramural and extramural management of contracts, grants, research spending and personnel data. Relational database system contains over 100 tables and 250 specialized forms and financial accounting functions from lien and allocation management to purchasing and document control. Also designed, produced and managed related database-driven website (MySQL and PHP, Javascript, 4D, Dreamweaver, HTML, etc.), and training documentation, including PDFs and downloadable streaming video tutorials (Adobe Premiere Pro, Camtasia Studio).

ELECTRONICS TECHNICIAN / CSS, Xerox Corp.

Woodland Hills, CA 1987 - 1992

Customer Service Engineer, Customer Service Specialist
Work Group Meeting and Problem Solving Facilitation, Territorial Customer Support, Employee Product Training, Parts Management, Advanced Technical Support, Ongoing Work Group Cross-Training and Vacation Scheduling, Result Tracking, Work Group Process Development. Trained on 14 Mid-Volume products and received additional training in Mining Work Group Gold and Meeting Facilitation.

