

**William V. Mitchell**  
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## SUMMARY

**Microsoft Access programmer** with 13 years experience, including 10 years with **SQL Server**. Microsoft certified in both Access and Visual Basic.

## SKILLS

Create new designs, fix / enhance existing programs, transfer & convert data between old / new systems, documentation & training.

Excellent skills in data reporting and financial analysis, knowledgeable in accounting and business processes.

## CURRENT EXPERIENCE

**Independent Consultant**, Phoenix, AZ | 1996 – present  
Provided information technology services to over 40 private and public corporations, non-profits and 501(c)3 entities.

Industry experience includes construction, entertainment, advertising, scientific, manufacturing, recreation, and education.

## RELEVANT DETAILS FOR SELECT PROJECTS

### **Phoenix Association of Realtors**

1. Developed an MS-Access database that connects to a third-party SQL Server 2005 membership database, to provide enhanced reporting for membership, education and accounting departments that is not available in the web-based application.
2. Developed an MS-Access database to provide processing of member dues that allowed one individual to record all check payments in batches, instead of using the web-based interface. Prior to this new program, five people would spend three weeks recording check payments
3. Made enhancements to the SQL Server 2005 database to create automatic notes when member data is changed, thus providing an audit trail
4. Assisted the system vendor during the upgrade from SQL Server version 2000 to 2005.
5. Inspected the new 2005 installation & requested the system vendor to create maintenance plans to match those previously in place for the 2000 version. Followed the file sizes for data, log, and backups; found one database missing from the maintenance plan, and also that backup files older than 7 days were not being deleted as per our spec –

requested system vendor to correct these issues. Continued monitoring to verify these issues were corrected & no new issues were found.

### **Younger Brothers Construction**

#### **"new" Job Central - SQL Server 2000, Visual Studio .NET 2003, C#, IIS, Reporting Services**

Developed the reporting modules using SQL Server 2000 Reporting Services and C#. This is a replacement for the Access programs used previously.

#### **QA Framing - Access 2000**

Adapted the Shea Homes QA Program for use in the business of construction framing.

#### **YBC Job Central - Access 2000**

Assumed responsibility for maintenance and enhancements for the following secured **Access 2000** applications, subsequently converted to **Access 2002**. In addition to Access, data sources include HMS (Paradox) and Timberline (Pervasive SQL). Up to 30 simultaneous users.

- **Job Central** - Tracking of bids, contracts, production data, costs and pricing.
- **Report Central** - Extensive reporting for all applications.
- **Update Central** - Batch updating to synchronize the various back-end data formats.
- **Goal Central** - Internal tools for management planning.
- **Inventory Central** - Managing vehicles, tools, machinery.
- **Younger Central** - Training and Safety information.

#### **Rough-Frame Checklist - Access 2000**

Developing new application for recording & reporting Rough-Frame Checklist inspection data. Incorporated a refresh feature to download data to the PC, to allow off-site use.

#### **Updater - Access 2000**

Developed new application to update each user's PC with 1 to 6 of the "Central" applications at boot-up. Replaces a set of DOS batch files periodically run by the network admin.

### **Avnet, Inc.**

#### **Employee Survey - Access 97**

Reporting system for annual employee satisfaction survey.

#### **Frame Relay/IP Database - Access 97**

Tracking system for frame relay data connections world-wide. Established proper hierarchy of locations, circuits, DLCI's & ports. Utilized an ActiveX TreeView control to allow drilling-down from location thru the various connections. This project was a major redesign of an pre-production database.

Project was expanded to include voice communications (T1, SDN, 800) as well as other data connections such as ISDN and ATM.

### **P & L, Budgets & Fixed Assets - Access 97 & Excel 97**

Reporting system for monthly department expenses. ASCII data is imported monthly from the mainframe, and summary reports are generated at the CIO, VP, Director, and Manager levels. In the absence of a VP for a particular department, the Director data is substituted. Expenses are grouped and summarized according to stored lists. The user can request reports for the current or any previous period. Used VBA to create summary and detail Excel workbooks (85 worksheets each, 1 per department).

Added a monthly download function for fixed assets, projecting the fiscal-year depreciations thru end of current year, along with the upcoming fiscal year; Assets with zero book value were excluded from this function. Created an Excel workbook with one worksheet per department.

Added a feature to track assets with zero book value, to assist managers in identifying retired assets for removal from the accounting ledgers and thus reducing property tax obligations.

Added a monthly download function for accounts payable.

### **Software License - Access 97**

Processing system for software license purchases and installations. Software requests are input via either the program user interface or from Intranet. Transactions are grouped into batches, reports generated, editing available, invoice and payment data entered. Validation for software product ID and building location code. Export function prepares batch data as text file for import to existing dBASE invoice-allocation system.

### **Year 2000 - dBASE III Plus**

Performed inventory - assessment - remediation - test cycle, for 10-year-old invoice processing system that included 200 tables, 120 indexes, 300 reports, 360 program files. Most changes were related to indexes and screen formats, because the internal dBASE table format uses 4 digits for the year. To facilitate the conversion, I developed BASIC programs to search for date references in all PRG, NDX and FRM files and build a working list.

This project was quite a challenge: At least six different programmers had worked this system since its inception in 1988, and very little current documentation was available.

### **Telecom Billing - dBASE III Plus**

Wrote and modified programs for high-volume telecommunications invoice processing; multi-user application. Tested production code to correct deficiencies and wrote new applications to process mainframe downloads and CD-ROM billing detail.

## **PRIOR EMPLOYMENT**

**Controller / Operations Manager**, Universal Dynamics, Peoria, AZ

**Business Manager**, Arizona Rehabilitation Medical Services, Phoenix, AZ

**Associate Electrical Engineer**, Hammond Organ Company, Chicago, IL

## EDUCATION & CREDENTIALS

Microsoft Certified Solution Developer (MCSD) | 2003

Microsoft Certified Professional (MCP) | 1998

Associate in Applied Science, Electronic Technology, Morton College, Cicero, IL  
Engineering Core Curriculum, Illinois Institute of Technology, Chicago, IL

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