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Paul Watson

Professional Summary:

- 16 years' experience with university administration
- Superior interpersonal and communication skills, and flexibility with new software
- 29 years' experience with office computer software and procedures
- 8 years' experience in computer programming

Tulane University Economics Department New Orleans, June 2002- Present

Executive Secretary

- Using SciQuest e-Procurement, Concur, and E-IT systems to purchase supplies and issue reimbursements; reconciling monthly expenditures with Cognos Reports; assisting with faculty recruitment via Interfolio; using Banner registration system, and Student Employment online system; supervising staff and student workers; ordering faculty texts with university bookstore; organizing meetings and travel arrangements for faculty recruiting, graduate recruiting, and seminar speakers; use of Access database for recording majors and for creating confidential reports; maintaining department website using HTML, Dreamweaver, Fireworks, and Drupal; assisting faculty in certifying majors for graduation, and in graduate recruitment using ApplyGrad.

Southern Staffing, LLC, New Orleans, December 2001—February 2002

Data Entry Supervisor

- Supervised 4-person data-entry team for the Greater New Orleans Sports Foundation; used VolunteerWorks database to enter data for GNO Sports volunteers for the NFL Experience and other Superbowl-related events; set volunteers' schedules for their selected events and created confirmation letters.

Pro Behavioral Health, Denver, CO, March 2000 – July 2001

Programmer/Analyst

- Developed custom and reusable screens, reports, functions, etc., in Visual FoxPro; created custom reports using SQL queries; developed base and custom classes in Visual FoxPro; implemented reusable objects and functions; wrote documentation and user instructions; tested new and altered modules and reports.

Software

Microsoft Access; HTML, Dreamweaver, and Fireworks; Drupal; Adobe Acrobat;
Microsoft Word, Excel, PowerPoint, Outlook; SciQuest e-Procurement;
Kronos for Timekeepers, Cognos Reports, Interfolio, Banner, TAMS,
Online major/minor certification tool, ApplyGrad, EBS/HCM, Datastore

Tulane University: Bachelor of Science in Computer Information Systems, December 1994