

Russell Putnam

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KEY SKILLS:

- **Over 15 year's experience with Access and databases**
- **Experienced data cleanser**
- **Experience checking and assessing data for problems and lost data**
- **Developing, coding and deploying website**

TECHNICAL SKILLS:

- Microsoft Access
- SQL Server 7.0
- MS Windows 95/98/NT/XP/Vista/7/10
- QuickBooks
- FoxPro
- Visual FoxPro
- Docutech 6135
- Symix & Solomon IV
- Microsoft Word
- Microsoft Excel
- Adobe Acrobat
- UPS Maxi Ship & Track
- Air Borne Libra
- Outlook Mail & Calendar
- Kenteck
- Federal Express Power Ship II
- XDOD-Digipath
- CannonImage Runner110
- Adobe Dreamweaver CS6
- Adobe Flash
- Adobe Photoshop
- Adobe Premier Pro

WORK EXPERIENCE:

Epicor – Austin, Texas

September 2005 to Present

Senior Data Coordinator

- Compare data sent from the Manufacture to the data we currently have in our system and report back the differences.
- Import data in to a MS Access Database system.
- Clean data according to company specification.
- Check data against the assessment for problems missed.
- Check data against the old data to make sure no data is lost that should be kept.
- Run reports on new and old data and compare the reports to make sure the new data has been processed correctly according to the client request.
- Make recommendation for improving the way files are processed so they may be processed with more accuracy and in less time.
- Create and test new programs in MS Access for processing data faster and cleaner.

Comac – Austin, Texas

October 1995 to September 2005

Information Services Production/Printing/Custom Assembly/Shipping/Receiving/Inventory Control

- Extracted specific information from database (SQL, Foxpro, and Access) depending on various requests such as counts and demographic information.
- Extracted database information from varied specifications and merged into Word documents.
- Merged, purged, and presorted appendix to the database for mail-out preparation and address standardization.

- Created programs to extract information from the database and import to UPS or FedEx.
- Responsible for reading and understanding specifications and extracting information from various customized databases.
- Created layout of documents according to specifications.
- Created billing extraction tool to be used in Accounting for the express purpose of billing clients accurately.
- Data Mining according to time pre the clients request.
- Audited inventory when location qty was off.
- Extracted address information for various customized mailings.
- Understood specifications to ensure that quality and instructions of customized jobs were adhered to.
- Expert knowledge of DocuTech 6135/ImageRunner110.
- Maintained and trained various users of the DocuTech including Xerox personnel.
- Expert knowledge on Direct Imprinter.
- Key operator in the printing of various documents in customized formats and layouts such as, envelopes, letterhead, postcards, and mail-outs.
- Set up the production and maintenance on hundreds Print-on-Demand documents.
- Versatile working skills to assist in mail-out of jobs including stuffing, sealing, and shipping when needed.

Education:

Round Rock High School 1989

Art Institute of Pittsburg 2000 to 2003

**Diploma in Website design and Interactive – Trained in ActionScript 3.0, XHTML,
Adobe Creative Suite CS6 and PHP.**

Reference and Portfolio available upon request.