

EDWINA BOGDAN

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Experience with MSAccess versions 1, 2, 95, 97, 2000, 2002

Experience with debugging and converting old applications to newest version

Experience with taking Excel spreadsheets and converting to user-friendly Access front-end applications

Develop departmental "from-scratch" applications

- **Database Design & Development**
- **Query Design & Development**
- **Data Entry Forms and Subforms using multiple table.**
- **Report Design & Development, including graphs**
- **Labels and Mail Merge**
- **Visual Basic Logic Coding**

ACCESS DEVELOPER, Consultant

Auto Supplier

December 2002 – June 2003

Developed an application whose original goal was to track electronic parts and gather data for reporting purposes. The application grew into a multi purpose reporting tool and will replace the department's current data gathering and reporting tools. Before this application was instituted, data gathering and reporting were not consistent or structured, and parts could not be located. By filling in the required text boxes, the data inconsistencies have been eradicated, the reporting mechanism has been greatly simplified and missing parts can be located..

File-server application: MS Access 2002, VBA
Computer Environment: IBM PC and Windows XP

ACCESS DEVELOPER, Consultant

Hospital

November 2002

Put together an application for the Director of PR & Marketing. The application's sole purpose is to track the events developed for community consumption and the related expenses generated by these events. Reports are run weekly for the board and quarterly for the state.

File-server application: MS Access 2002, VBA
Computer Environment: IBM PC and WindowsXP

ACCESS DEVELOPER, Consultant

September – October 2002

General Motors Tech Center, Pat Alexander (586-492-1933)

Developed an application to track vehicle clinic information. The client was comfortable using Excel but wanted the reporting capability of an Access database, so I included the ability to transfer reports to an excel spreadsheet. I also trained the client on the rudiments of running queries so that she could provide reports on demand.

File-server application: MS Access 2000, VBA
Computer Environment: IBM PC and Windows Me

ACCESS DEVELOPER, Consultant

November 2000 to July 2002

Housing and Community Development Corp of Wayne County

Developed a full cycle application to manage a housing redevelopment project for Highland Park. Some of the Access tables are **linked Excel spreadsheets**. This application manages the whole housing project; property info (title status, rehab and sales status, properties that are foreclosed or need to be demolished or

are vacant), broker info, profitability reports, creditor reports, etc.. Also included is the ability to view a picture of each property. The client was using Excel spreadsheets and found it too time consuming to put together the necessary weekly reports. This database made it possible for him to function with a headcount of 1 professional and 1 clerical.

File-server application: MS Access 2000, VBA
Computer Environment: IBM PC, and MS Windows 98

ACCESS DEVELOPER on assignment at: May 1999 to October 31, 2000
General Motors Tech Center, Portfolio Development Center (Apex/Planning), **Chuck Church (retired)**

Developed several databases

- 1) Employee Data File
- 2) Employee Personal Life Experiences information to target which employees are uniquely suited for upcoming projects.
- 3) Concept database where new concepts are documented
- 4) Option Tracking database where ideas for new concepts are documented
- 5) Global Sales database to compare customer product with competitor product

The Global Sales project saved months of tedious data entry. It used to take a good part of the year to compile the global sales volumes for the previous year in an understandable format.

Developed queries, forms, reports and barcharts, on demand.

File-server application: MS Access97, ACCESS BASIC, VISUAL BASIC, EXCEL, WORD
Computer Environment: IBM PC, and MS Windows 95

ACCESS DEVELOPER on assignment at: January 1999 to April 1999
A small mom and pop operation. This position was a filler before my next GM job which was scheduled to start in the spring of 1999. Maintained Access database, developed reports, developed prototypes.

File-server application: MS Access97, Visual Basic
Computer Environment: IBM PC and MS Windows 95

ACCESS DEVELOPER on assignment at: April 1997 to December 1998
General Motors Tech Center, Portfolio Development Center (PDC), Tom O'Brien (retired)

- 1) Developed an Employee Information database to enable the managers to have the electronic capability of monitoring their employees work data. Utilized query by form.
- 2) Developed an application for the Business Operations group that tracks employees moving in/moving out, included hardware and software requirements. Also automated forms and letters for this department.
- 3) Developed queries, reports, forms, and charts, on demand.

File-server application. MS Access v. 2, ACCESS BASIC, VISUAL BASIC, EXCEL, WORD
Computer Environment: IBM PC, and MS Windows 3.1

ACCESS DEVELOPER on assignment at: April 1997 to December 1997
St. Mary's Hospital, Livonia, Dr. Horak

The customer had a totally nonfunctional patient-tracking database. I was called in to rewrite the application. Added tables, forms, queries, reports and command buttons for easy user interface. Applied query-by-form method to run various patient reports.

File-server application: MS Access 97, VISUAL BASIC, SQL AND ACCESS BASIC
Computer Environment: IBM PC, and MS Windows 95

ACCESS DEVELOPER, Consultant: March 1997
Hoechst Celanese, Auburn Hills, Paul Roth

Developed an application to monitor product information. Master input screen contained product, material, vendor and sales-by-year volume details. Built per client specs. Applied query-by-form method to edit data and produce financial reports on user-defined products.

File-server application: MS Access 97
Computer Environment: IBM PC, and MS Windows 95

ACCESS DEVELOPER for July 1996 to March 1997
Integrated Data Technologies, Southfield, Steve Washburn

Developed in MSAccess v. 2 and MSAccess 95 small business and departmental applications. Performed data conversion on non-relational databases from ASCII flat file format and imported data into ACCESS relational database containers. Developed update queries for data conversion purposes. Performed data verification and cleaned up data using Access utilities. Analyzed client's database; debugged forms and reports.

File-server application: MS Access 95 and v.2
Computer Environment: IBM PC, MS Windows 3.1

ACCESS DEVELOPER on Assignment at November 1994 to December 1995
Monsanto Plastics, Paul Roth

Designed and developed full life cycle departmental application that included a financial forecasting system to generate ad-hoc reports and charts for sales analysis. Utilized the query-by-form method.

Application: MS Access v.2, and MS Windows 95
Computer Environment: IBM PC, MSDOS,

BUSINESS RELATIONS ANALYST on assignment at December 1992 to October 1994
Electronic Data Systems

Initiated conversion of inventory tracking system from EXCEL spreadsheets to a MS Access database. Converted and reprogrammed an Inventory Receiving Report and a Maintenance Tracking Form. Programmed and maintained a customer service evaluation database in MS Access. Developed bar charts, forms and reports. Tracked the department inventory using a MS Access database. Access v.1

Computer Environment: IBM PC, MS Dos/PC Dos, Excel, MS Access, MS Windows, and MS Word

CUSTOMER SERVICE REP
Electronic Data Systems

Set up PC workstations. Configured computers and peripherals. Loaded software applications. Tracked inventory on a Lotus spreadsheet. Provided one-on-one training in WordPerfect to customers.

Computer Environment: IBM PC, MSDOS/PCDOS, WordPerfect, and Lotus

ADMINISTRATIVE ASSISTANT on assignment at August 1989 to June 1992
General Motors Corporation, Jon Bereisa, Ron Smisek

Edited and typed proposals and overhead presentation. Drafted memos. Developed forms to automate workflow. Reviewed and distributed incoming material for appropriate action and follow-up. Assisted group leaders with clerical needs.

Computer Environment: IBM PC, MS Dos/PC Dos, and WordPerfect

INDEPENDENT CONTRACTOR

Investment properties and business opportunities. Licensed real estate salesperson.

BUSINESS EXPERIENCE

Prior consulting position with variety of firms. Called in to help where staff not sufficient to carry out business needs. Have acquired an excellent general knowledge of good business procedures and practices.

EDUCATION

Bachelor of Arts in English from North Adams State College

Database Design, Visual Basic, "C" programming, Excel 95, at Oakland Community College

HTML basics and CGI basics, at Macomb Community College on-line