

Paula M. Paldus

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COMPUTING SKILLS

Over fifteen years experience with Visual Basic, SQL Server, Microsoft Access, Excel VBA, accounting systems implementation and customization, and network administration.

Programming Languages: Visual Basic, VB.Net, VBA, VBscript, Transact-SQL, SQL SSIS, SQL DTS, C, C++, C#, JAVA, JavaScript, ASP.Net, HTML, Btrieve APIs, dBase, ObjectPal (Paradox) and Natural Language.

Databases (Administration and Design) : SQL Server 2005, SQL Server 2000, 7.0 and 6.5, Access (all versions), Pervasive.SQL/Btrieve, Lotus Approach, Paradox, dBase, and FileMaker-Pro.

OS/Platforms Administration: Windows 2000/XP/98/95, Windows 2003 SBS & Server, Windows 2000 SBS & Server, Netware, and DOS.

Software: ERP: SAP Business One; Accpac (3.0-5.5 and Plus), Simply Accounting, Quickbooks, BPI, ESI, and Solomon. **CRM:** Accpac CRM. **Misc:** Microsoft Office, Office macros, Crystal Reports, Act, Lotus Notes, Lotus 123, Attachmate Extra, ArcServe, Netscape, server and disk utility applications for Netware and NT.

Mainframe Applications: CICS, InfoPac, TSO, CAPSIL and TAO.

EMPLOYMENT HISTORY

Automated Management Systems Group

February 2007-Present

Senior Consultant

- Manage custom software design projects for SMB clients. Responsible for managing the software development life cycle and profitability of all software development projects. Responsibilities include systems analysis and requirements gathering, writing specification documents, developing logical and physical models, database architecture, selecting database and development tools, interface and output design, coding, program implementation, writing technical manuals, end-user training, maintenance and customer satisfaction.
- Write custom Order Entry, Accounts Receivable and Accounts Payable applications that integrate with Accpac, Business One, Quickbooks, Infor and other custom applications.
- Manage SAP Business One implementations. Maintain Business One and SQL Server. Write custom Business One add-ons and write custom reports from Business One data.
- Development and database tools include Visual Basic, VB.Net, VBA, MSAccess, ADO, SQL Server, Transact-SQL, SQL stored procedures, SQL DTS, COM, Pervasive, and C.

APPS Group

August 2004 – February 2007

Senior Consultant

- Responsible for implementation of SAP Business One projects from pre-sales to implementation and maintenance.
- As a SAP Business One certified Developer, write custom applications that add functionality to Business One using the SAP Business One COM objects and Visual Basic. Write software demo presentations and technical documentation for all custom products.
- Write financial and custom reports using XLReporter.
- Sales, demos, client training, and in-house training to colleagues.

Computrak Consulting Group

Oct 1996 – August 2004

Manager, Software Development & CRM Specialist (Oct 2000 – Aug 2004)

Financial Systems Analyst (Oct 1996- Sept 2000)

- Responsible for managing the software development life cycle and profitability of all software development projects. Responsibilities include systems analysis and requirements gathering, writing specification documents, developing logical and physical models, database architecture, selecting database and development tools, interface and output design, coding, program implementation, writing technical manuals, end-user training, maintenance and customer satisfaction. Projects range from days to many months writing mission critical applications for clients in a diverse range of industries.
- Write custom applications as an add-on to Accpac using Visual Basic and/or Pervasive APIs. Development and database tools include Visual Basic, VBA, MSAccess, SQL Server, Transact-SQL, SQL stored procedures, SQL DTS, COM, Pervasive, Paradox, C; APIs, and integration of desktop applications using automation and other third-party development tools.
- As an Accpac Certified Consultant, install and configure Accpac, Microsoft SQL, and Pervasive on Microsoft 2000 server, Microsoft NT server, and Novell. Design financial reports using Accpac's financial reporter and provide training on Accpac for Windows.
- Additional responsibilities include managing full-time programmer and contract programmers, client building and relationship management, on-time and on-budget project delivery, network configuration and fine-tuning, installing and configuring software and hardware.

Anixter Canada

Oct 1995 - Oct 1996

LAN Administrator / Reporting Analyst

- LAN Administrator supporting a 100+ node Ethernet LAN running Novell 3.11 supporting IPX/SPX and TCP/IP; Attachmate SNA Gateway, NT, and SQL Server;
- regional mainframe administrator supporting 20 node network running on an IBM 3174 controller;
- run monthly and ad-hoc POS and marketing reports for all of Canada using dBIll & Access programs;
- Convert marketing reports from dBIll to Access;
- helpdesk support for all of Canada for all LAN based and mainframe based applications;

- develop applications and write macros within MSOffice Suite & Visual Basic to automate manual processes and improve management reporting;
- install, troubleshoot and ensure connectivity for workstations and printers;
- responsible for all file server backups using ARCServe6;
- purchase computer equipment for all of Canada and all related management reporting;
- maintain PC inventory for all of Canada and all related management reporting;
- video conferencing administrator, set-up international calls and troubleshoot video conferencing equipment; voice-mail administrator;
- dispatch and monitor third-party support for regional offices.

North American Life

Jan 1994 - Oct 1995

Business Analyst, Sponsored Markets

- recommend and implement system enhancements to improve reporting and administrative functions by developing applications in Access, Paradox, writing macros in Lotus123 and WordPerfect;
- developed a "Tele-Underwriting" application used by underwriters over a 6 month period in a successful pilot project;
- conducted system audit of the mainframe marketing application (AMAC) ; developed specifications for all AMAC monthly marketing reports and coordinated their accurate and timely implementation into production;
- developed database applications for management used for campaign analysis;
- PC software support for department - trained department staff on PCs and Windows software when converted from IBM 3191 terminals; workstation set-up; software installation software; system configuration and troubleshoot technical problems;
- recruited, supervised and trained administrative support staff.

Society of Management Accountants of Canada

Jan 1991-Jan 1994

Contract Programmer (Sep 1993- Jan 1994)

Education Assistant (Jan 1991 – Sep 1993)

- use dBaseIV to write programs that provide in-depth analysis reports for use in product research and development;
- team Leader/Trainer for conversion to Windows environment and software;
- coordinated the first and following years in-house production of 12,000 student manuals; developed and monitored project budget (\$500,000) and diligently lowered unit costs; all product purchasing; product enhancements; implemented production schedules and ensured J-I-T delivery deadlines; automated supplier database, copyrights, production schedules, AP/AR for project, management reports and costing functions.

Financial Trustco Capital, Inc.

Sep 1988 - Nov 1989

Finance Assistant

- determine overnight/short-term investments for \$150 million money market portfolio;
- responsible for monitoring cash flow in short and long-term commitments;
- automate daily issue of cash flow analysis, bank reconciliations, daily financial activity, and treasury activity reports to all Financial Officers;
- maintain shareholder database;
- train all staff members on Solomon accounting software;
- technical PC support for all staff members.

Rogers Cablesystems Inc.

Apr 1987-Sep 1988

Administrative Assistant, Financial Operations

- coordinated monthly publication of North American financial reports which included compiling information from various internal sources, mainframe downloads, creating/updating extensive Lotus spreadsheets and macros, graphical presentation of information and creating WordPerfect documents;
- used Paradox to automate the North American capital expenditure tracking database, which reduced processing time from several weeks to days;
- wrote applications in Paradox and macros in Lotus123 to automate manual processes.

Madison Management

Office Administrator

Aug 1985-Apr 1987

- administered hourly and salaried payrolls for staff of 500 and all required government and benefit administration;
- monthly updates to client/vendor mailing lists, inventories, price lists, payable lists using Lotus123, Supercalc and WordStar;
- key-role in conversion of accounting system software from BPI to Accpac Plus;
- responsible for Accounts Receivable and Accounts Payable administration.

EDUCATION

SAP Canada

October 2004

SAP Business One Developer Certification: Certified to write additional functionality in Business One using the SAP Business One SDK.

ACCPAC Insite

June 2004

One-week training course to write reports using Accpac Insite.

Humber College Institute of Technology and Advanced Learning

December 2003

Intermediate Java: Write Java components, graphics, applets and I/O Streams. Java topics included packages, exceptions, interfaces, nested classes, event and exception handling, Swing and AWT, file I/O and utility classes.

ACCPAC CRM

Jan 2003

Training courses to Install and customize Accpac's CRM module.

Productivity Point

November 1999

SQL Server 7.0 Administration (832): Training course in all aspects of SQL Server administration.

Accpac International

March 1999

Accpac Qualified Installer: Certified to install and provide end-user training in Accpac's System Manager/Environment, General Ledger, Financial Reporter, Accounts Receivable and Accounts Payable modules.

Humber College Institute of Technology and Advanced Learning

Sep 1995 - Dec 1998

Computer Programming Diploma: Technical training in computer programming languages (C, C++ and Visual Basic) and systems analysis and design.

Humber College Institute of Technology and Advanced Learning

Sep 1995 - May 1998

Personal Computing Certificate The program focused on the use of PCs to develop business systems with an emphasis on programming (C, C++ and Visual Basic), network topology and network protocols.

Starlight Incorporated

Mar 1996

Novell 508: Certified Network Administrator Training Course:

Novell 3.1 training on all utilities and commands to: provide user administration, set-up a printer server, automate the login process, system back-ups, system security, install NLMs and monitor network performance.

Mohawk College

Sep 1992-Mar 1993

Applied Accounting Certificate Manual bookkeeping to complete a full set of books to post-closing trial balance for a sole proprietorship, partnership and corporation.

Etobicoke Board of Education

Jan-Nov 1985

MicroComputer Operator Certificate In-class and on-the-job training in Multimate, Lotus123, dBaseII, BPI, DOS and the Microm 2000 & 2001.

George Brown College

Sep 1982 - May 1984

Business Administration - Accounting Program focused on business accounting, communications and math.