

BENJAMIN A. PEREZ

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OCCUPATIONAL GOAL:

My objective is to acquire a full time position that will lead to a rewarding career.

EMPLOYMENT/EXPERIENCE:

California InterContinental University

May 2011 to Present

1470 Valley Vista Dr, Suite 150 • Diamond Bar, CA 91765

Program Director, IT and Learning Solutions

Job Summary: Manage and maintain the Learning Management System (Moodle) and ensure new programs, plug-ins, and software modifications are tested and implemented successfully. Work with accreditation bodies such as DETC and CHEA to ensure compliance. Design instructional technologies that can be utilized to increase student learning and promote a positive learning environment for online students. Create a technology plan for the University structured to remain a leader in the field of technology and to design an infrastructure that is conducive to future growth and expansion.

University of Phoenix

Sept. 2007 to Present

South Coast Campus • 3090 Bristol St. Suite 500 • Costa Mesa, CA 92626

Adjunct Faculty

Job Summary: Currently hold over thirty course approvals in the areas of Information Services, Information Technology, Web Security, Web Programming, and Database Administration. I am certified to teach as a ground campus instructor, Online, Axia, and Flexnet in any of the University of Phoenix Learning Centers.

College Campus Chair (CCC): Rod Maxon • (714) 371-9010 x31079

Orange Unified School District

May 2002 to May 2011

1401 N. Handy Street • Orange, CA 92867

Senior Information Systems Analyst

Job Summary: Manage and maintain the teacher credential database to ensure compliance with the California Commission on Teacher Credentialing. Prepare the annual California Basic Educational Data Systems (CBEDS) report in order to receive funding for school and district-level programs from the California Department of Education. Prepare and electronically submit monthly account expenditure reports by department to the Office of the District Superintendent. Provide technical specifications for the purchase of district-wide hardware and software applications. Oversee and audit the Internet access logs to enforce compliance with the Acceptable-Use Policy. Maintain security of internal and external web-portal servers accessed by parents, students, teachers, and administrators. Administer and update the virus signature files to prevent virus outbreaks. Deploy critical server updates and remotely distribute client updates. Review help desk requests and assign them to the proper member of the technical support staff. Maintain the district website and intranet. Perform a variety of other managerial and technical tasks and meet regularly with department managers to discuss departmental needs. Communicate with vendors and request bids as needed for special projects.

Director, Technology: Andy Harper • (714) 628-4000

Insurance Data Services, Inc.

Sept. 2001 to May 2002

151 N. Lyon Avenue • Hemet, CA 92544

Senior Programmer Analyst

Job Summary: Responsible for managing our automated report generation system. Redesigned and implemented a new relational database structure in Microsoft SQL 2000. Utilized DTS packets to convert existing data structure into the redesigned system. Automated end-user applications allowing

users to create custom reports and queries, data extraction, filtering techniques, and have custom sorting capabilities. Developed intrinsic reports in Seagate Crystal Reports 7.0/8.0/9.0 and distributed to all users. Analyzed incoming customer data, verified data integrity, optimized data files. Work with other programmers to analyze job requirements, understand customer needs, document final output, and train respective employees on correct product utilization. Involved in debugging procedures on existing projects for maintenance or for system upgrades. Test final product output and ensure customer satisfaction. Perform quality assurance checks on all products for maximum speed efficiency. Provided continual project updates and time frames to upper management, arranged training sessions with employees, presented proposed solutions to the executive staff in the form of reports, graphical charts, company savings, efficiency analysis, and visual product representations.

Senior Systems Analyst: Robert Rodriguez • (909) 658-4020

Teracom Technologies, Llc.

June 2000 to September 2001

4 Jenner • Suite 190 • Irvine, CA 92618

Database Administrator

Job Summary: Analyzed current system processes and fully automated each task using a SQL Server database back-end and several Microsoft Visual Basic and Microsoft Access 2000 front-ends. Ensured functional design of all applications. Thoroughly tested applications with management and clients for input and necessary corrections. Kept documentation journal of system updates, maintenance procedures, analysis of data files and database structures and new development requirements. Created custom procedures and developed turnkey solutions. Developed an automatic report creation utility for the Finance Department in Access VBA, designed to gather data, perform complex calculations, and generate financial reports. Allowed department heads to review and test ad-hoc reporting. Obtained feedback from end-user testing. Ensured applications were user-friendly, error-free, and practical for everyday use. Underwent three stage testing phase for all products, starting from the programming department, management, and finally end-users to assurance quality in development.

General Manager: Dave Wiegand • (714) 997-0170

EDUCATION

California InterContinental University, Diamond Bar, CA - (Exp. Grad Sep. 2013)	<u>2011 to Present</u>
DBA – Information Systems and Enterprise Resource Management	

National University, Orange, CA - (Conferred April 2007)	<u>2005 to 2007</u>
Master of Science in Information Systems	

National University, Orange, CA	<u>2003 to 2005</u>
Bachelor of Business Administration/Information Technology	

Santiago Canyon College, Orange, CA	<u>1998 to 2004</u>
Associate of Arts – Liberal Arts Received 5/2004	
Web Author Certificate – Received 12/2001	

SPECIAL SKILLS/CERTIFICATIONS:

- Advanced Visual Basic Programming Concepts Certificate by APPDEV
- BrainBench Certified HTML Programmer, CompTIA A+, CompTIA i-Net+, CIW
- The Southeastern Institute of Computer Technology Certificate of Training in the following:
 - Web Authoring Specialist
 - Java Script Programming Specialist
- Certificate of Achievement – Administering a Microsoft SQL Server 2000 Database
- New Horizons Certificate of Completion – Flash MX Level 2

- New Horizons Certificate of Completion – Crystal Reports 9.0 Level 2
- Excellent Grammar, Spelling, and Communication Skills
- Good communication, organizational, interpersonal skills and critical thinking skills.
- Able to analyze problems and come to a resolution
- Can effectively communicate technical/business problems in a non-technical manner

REFERENCES AND FURTHER DATA AVAILABLE ON REQUEST