ARINA WINKELMAN, BCOMM, AIT, MEC

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Profile

- Business and technology professional dedicated to delivering technology that contributes to the organization's competitiveness and overall performance.

Skills Summary

Information Technology

- Hands-on experience in development of business applications including data and process modeling, database design, user interface design, coding, testing and reports.
- Design and development of web applications ranging from single client and multi-client web applications featuring customizable graphic design and role-based administration of content.
- Technologies used: XHTML, XML, XSL, HTML, JavaScript, CSS, Visual Basic 6.0, ASP, VBScript, DBTextWorks, WebPublisher, Access97, SQL, SQLServer 6.5, 7.0, 2000, Oracle 8i, Cold Fusion Server 4.0, 5.0.
- Operating Systems: Windows 95, NT, 2000; Mac OS 10.3, 10.4.
- Tools used: PhotoShop CS, Illustrator CS, PaintShop Pro 7, HomeSite 5.0, Dreamweaver MX, Cold Fusion Studio 4.5, Adobe Acrobat 6.0, Visual Studio (Interdev), Visio 2000, MS Project98 and Visual SourceSafe 5.0.

Business

- Small business experience including preparation of business strategy and cash flow plans, accounting, inventory and production planning / control, human resource management, and marketing.
- Supervisory experience spanning preparation of work plans, monitoring progress and review of completed work.
- Excellent computer competency.

Other Skills

- Good presentations skills.
- Provided leadership and teamwork skills to numerous team projects.
- Strong organizational ability.
- Project management skills.

Project Experience

- Developed web-based employee survey that collected feedback from all provincial government staff. Web application featured user login, data validation, and ability for users to complete survey in multiple sessions. User responses stored in SQLServer database. Administrative section included ability to monitor response rates, create passwords for login, and send customized emails as needed.

- Designed and developed new web site for the upcoming conference titled: *The Regulatory Craft in Nova Scotia 2007 Conference*. Web site features speaker bios, presentation descriptions, conference schedule, registration, location and contact information. Continue to update web site as needed. Web: http://www.gov.ns.ca/enla/regulatorycraftconference/

- Revamped existing business web site to display expanded line of publications, detailed publication information pages, and integration of PayPal online payment services. Continue to provide ongoing web site maintenance and updates. Web: http://www.bookofeverything.com

- Designed and developed new business web site to promote sales of custom-made cotton products. Site displays examples of completed cotton throws, and outlines ordering process, and contact information. Web: http://www.impactwovenproducts.com

- In the capacity of project lead, completed major web site overhaul for provincial department. Responsibilities spanned user testing, creation of user-centric, accessible web design, content re-organization, and ongoing monitoring and quality control.

- Maintained provincial department web site consisting of over 2,000 web documents. Advised content providers on planning new content, revising existing content, and best practices for web design.

- Working with other team members, designed and developed multi-tenant e-Learning portal. Designed for a hosted (ASP) environment, this ColdFusion application, with Oracle and SQLServer database backends, featured client branded interface, customizable content, plus extensive administrative section for student enrollments and course management.

- Designed and developed pilot web site using ASP (VBScript) for federal government department. Challenges included creation of original content (text and diagrams) based on employee interviews and existing documentation; compliance with the federal Common Look and Feel web standard.

- Managed design and implementation of multi-user Access97 business application. Traveled to Switzerland for initial requirements analysis and, made second trip for installation of completed application, migration of existing data and staff training.

- Working with outside consultant, played key role in major database system upgrade. Prepared project plan, coordinated system testing and acceptance, and addressed both end-user and technical issues.

- Conducted business case study on application service providers supplying call center services. Final report contained background research, industry and company analysis, and recommendations.

- Prepared detailed documentation on internal processes of a provincial government agency. Through numerous meetings prepared information flow diagrams and data requirements to enable future development of custom database application.

- Authored report that investigated web content management systems. Downloaded, installed, tested numerous software products. Traveled to Washington, DC, USA to establish software requirements. Report detailed features and evaluations of over two dozen products.

Education

- **Master's Certificate in Project Management**   2006
  Saint Mary's University, Halifax, Nova Scotia   http://epd.smu.ca

- **Master of Electronic Commerce** 2001
  Dalhousie University, Halifax, Nova Scotia   http://www.ecomm.dal.ca

- **Applied Information Technology Diploma** (with Distinction) 1997
  Information Technology Institute (ITI), Halifax, Nova Scotia   http://www.iti.com

- **Bachelor of Commerce** (with Distinction) 1993
  Dalhousie University, Halifax, Nova Scotia   http://www.dal.ca

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Relevant Work Experience

- Business Technology Consultant   Present
    Greenfield, Queens County, Nova Scotia

- Province of Nova Scotia, Environment and Labour, Halifax, Nova Scotia
    Departmental Web Master   February 03 – August 06
    http://www.gov.ns.ca/enla/

- Federal Department of Fisheries and Oceans, Oceans and Environment Branch,
    Bedford Institute of Oceanography, Dartmouth, Nova Scotia
    Special Project Officer   November 01 – January 03
    http://www.mar.dfo-mpo.gc.ca/e/homepg.htm

- Infocast Corporation, 1700 East Fort Lowell, Suite 106, Tucson, Arizona, USA
    Intermediate Software Developer   June 00 - October 01
    Infocast ceased operations during the summer of 2002.

- W3 Internet Services Ltd., 3630 Kempt Road, Halifax, Nova Scotia
    Marketing Manager / Software Developer   July 98 - August 99
    http://www.w3internet.com

- Icom Alliance Ltd., Halifax, Nova Scotia
    Software Developer   September 97 - June 98
    In May 2001 Icom Alliance was acquired by Microforum, http://www.microforum.com

- Bridgewater Town Centre Development Corp. Ltd., Bridgewater, Nova Scotia
    Manager   1996

Personal Interests

- Outdoor recreation – swimming, gardening, hiking, bicycling
- Current events, computers, travel

References:

- Available upon request   Updated October 2, 2007