West Virginia Purchasing Division

2019 Washington Street, East
Charleston, WV 25305
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The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at *wvOASIS.gov*. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at *WVPurchasing.gov* with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

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Welcome, Alisha S Pettit

Procurement | Budgeting | Accounts Receivable | Accounts Payable

Solicitation Response(SR) | Dept: 0802 | ID: ESR04022400000005686 | Ver.: 1 | Function: New | Phase: Final | ▼ | Modified by batch , 04/02/2024

Header 📎 8

List View

| **General Information** | Contact | Default Values | Discount | Document Information | Clarification Request |

Procurement Folder: 1381091

Procurement Type: Central Master Agreement

Vendor ID: VS0000009860

Legal Name: SMART SHARED SERVICES LLC

Alias/DBA: RICH EDWARDS

Total Bid: $71.52

Response Date: 04/02/2024

Response Time: 11:14

Responded By User ID: sssllc

First Name: Eva

Last Name: Kordusky

Email: eva.kordusky@sssllc.ema

Phone: 855-807-6278

SO Doc Code: CRFQ

SO Dept: 0802

SO Doc ID: DMV2400000003

Published Date: 3/26/24

Close Date: 4/2/24

Close Time: 13:30

Status: Closed

Solicitation Description: Mainframe Application Programmer Technical Staffing Services

Total of Header Attachments: 8

Total of All Attachments: 8

	Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130	**State of West Virginia** **Solicitation Response**

Proc Folder:	1381091
Solicitation Description:	Mainframe Application Programmer Technical Staffing Services
Proc Type:	Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2024-04-02 13:30	SR 0802 ESR04022400000005686	1

VENDOR
VS0000009860 SMART SHARED SERVICES LLC

Solicitation Number: CRFQ 0802 DMV2400000003

Total Bid: 71.5199999999999602096067974 **Response Date:** 2024-04-02 **Response Time:** 11:14:15

Comments:

FOR INFORMATION CONTACT THE BUYER
David H Pauline
304-558-0067
david.h.pauline@wv.gov

Vendor
Signature X   **FEIN#**   **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Mainframe Application Programmer Technical Staffing Services	0.00000			71.52

Comm Code	Manufacturer	Specification	Model #
81111600			

Commodity Line Comments:

Extended Description:

See Exhibit "A"

Mainframe Application Programmer Technical Staffing Services. This will be an open-end services contract that will provide the services of mainframe application programmer analysts on an hourly rate basis to provide technical expertise to meet agency needs. These services will be utilized to develop modifications and enhancements to the mainframe computer systems currently utilized by the DMV.

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Resume: Nancy W Kalo for DMV2400000003

Qualifications:

Information Technology Experience: 35+ years
   State government (State of WV & State of SC)
   Banking (Wells Fargo)
   Insurance (Blue Cross/Blue Shield S.C)
   Gas & Oil (McJunkin-Redman Corporation)

Management: 5 years as a supervisor in a government agency, and 2 years as an assistant manager of a loan company. Have been the team lead for several IT projects.

Experience with both IBM and HP mainframe platforms.

As technical lead, worked with administrators, managers and end-users to develop new processes and improve existing processes. The Quality Assurance and Medical Payment systems for the Disability Determination Services, and the Small Business Banking Division system for Wells Fargo are examples of manual processes that were automated. I was responsible for the analysis, design and implementation for all of these systems. I also developed documentation and led training for users.

Worked on several conversions related to mergers and acquisitions.

SKILLS:

Mainframe: IBM: MVS, ZOS, COBOL, DB2, Stored Procs, CICS, APS, SDF2, Easytrieve, DYL280, SQL, SDF2,DEBUG, ICETOOL, CL/SUPERSESSION, SAS, QMF, JCL, VSAM, Control-M, SDSF, CA-7, ZEKE, SYSTAR, File-Aid, Ditto, Platinum DB2 products, EasyEdit, Fault Analyzer, Dumpmaster, MACRO4, Changeman and Endeavor. Less than 3 years experience with IMS, and MQ. Limited experience with REXX.

HP: MPEX, MPE, TURBO-IMAGE Database, TRANSACT, FORM-SPEC, Query, Advanced Query, Edit, Edit2.

PC: MicroFocus COBOL, APS Master Builder, MS-Word, Excel, Access, WordPerfect, WordStar, Microsoft Works, First Choice, Quattro, Quattro Pro, MS-DOS.

EDUCATION:

1988-1993, WV State College, Institute, WV, Associate in Applied Sciences , Computer Science

1968-1970, University of South Carolina, Columbia, SC, no degree, major in Psychology

Work-related classes: CICS, DB2, IMS, Intro to XML, Intro to JAVA, IMS, DYL280, Enterprise Change Management, Change Man, Endeavor, PICCT, APS, AMB/MFEEE, ENDEVOR, ZEKE, TSO, ISPF, Intro to VB6, Intro to Project Management, Jackson-Hewitt Tax Course, Pervasive Data Integrator, AMS InfoAdvantage.

EXPERIENCE:

10/2022 – present – Sr Mainframe Application Analyst, Smart Shared Services, Charleston, WV

Duties: Assigned to WV Dept of Motor Vehicles – Drivers' Services.

Currently supporting enterprise level legacy programs for the Drivers System.

> Write new COBOL, DB2, CICS, and SAS programs.
> Write native SQL
> Maintain existing programs written in any language.
> Create and maintain JCL
> SFTP, AFP, DB2, SAS and COBOL resource for the team
> Troubleshoot production problems
> Mentor junior programmers
> Test new processes
> Work with management on high visibility projects
> Document processes
> Set up jobs in Control-M

Currently in charge of the CD31 process. Working on these projects for AAMVA: State to State, DACH, and NR2. Work with the UNI system to determine errors in messages going to and coming from UNI. While supporting the DMV Drivers Services, I have experience with CDL's (CDLIS), PDPS, UNI and SS verification processes, as well as making federally imposed changes such as adding/changing ACD codes.   Consult with users to resolve production issues. Assigned the task of identifying and converting jobs with CA products to IBM counterpart products. Selected to be part of the initial testers for the change from CA products to IBM products. Helped lead testing for migration from the WV State supported mainframe to a vendor supported mainframe. This included developing test plans and reporting our agency's results. Participated in several sessions with vendors to identify potential issues when moving from CA products to IBM products. Examples: moving from CA InterTest to IBM DEBUG and from TPX menu to CL/SUPERSESSION. Work closely with management to analyze the needs and determine the best path to follow to provide the desired results.

4/2016 – 10/2022 – Sr Systems Consultant, Smart Shared Services, Charleston, WV

Duties: Assigned to OPTUM Corporation, subsidiary of UHG, supporting the maintenance of the RAPIDS project for the WV Department of Health and Human Resources.

Supported the legacy programs for following applications: Benefit Issuance, Benefit Recovery, Medicaid, CHIP, QC, SNAP, TANF, PARIS, EBT, Reporting, Case Management and Data Exchange. Write up technical and impact analyses, document current processes, and research the root cause of program abends.

> Write new COBOL, DB2, and SAS programs.
> Write native SQL
> Maintain existing programs written in any language.
> EXCEL and COBOL resource for the team
> Troubleshoot production problems
> Mentor junior programmers
> Testing new processes
> Perform reviews of new programs and program changes before they are moved to production.
> Create playbooks for implementation of projects
> SME for CHIP, QC, EBT and PARIS applications.

I was assigned the additional role of Business Analyst working with the integrated eligibility system reporting team. In this role, I research business rules and create technical design documents to be used by developers for creating reports that replicate those that are currently being created on the mainframe. I utilize Rally to create user stories.

SSS Smart
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3/2012 – 4/2016, Sr Systems Consultant, CDI Corp, Charleston, WV

Duties:
Assigned to The State of WV, Office of Technology
   On loan to the Enterprise Resource Planning Board Interfaces and Reports teams -
   Support the following applications:

   > Budget, Real Estate, Billing, Position Information Management System, Financial
   > Information Management System, Human Resources Information System & Public
   > Employees Insurance Agency, Personnel.

   Write new COBOL, DB2, CICS and SAS programs.
   Convert SQL stored procs written in COBOL to Data Studio (native SQL)
   Maintain existing programs written in any language.
   EXCEL resource for the team
   Troubleshoot production problems
   Research and organize implementation of program changes for the Hay reclassification project.
   Change AFP form overlays and page defs for Real Estate Renewals
   Create new files (VSAM and sequential) for Budget & Real Estate in preparation for the new FY
   Document Real Estate and FA Spend processes
   Help Dept Of Personnel set up processes to verify data (EXCEL) sent in by agencies for PLANS
   project, setting up formulas for look up tables, etc .
Projects:
   Governor's mandated conversion of Dept of Transportation to Human Resources Information
   System, PLANS reclassification project, Real Estate Renewals, Budget FY changes, ERP
   Interfaces and Reports teams

9/2008 - 3/2012, Sr Systems Consultant (MRC), CDI Corp, Charleston, WV, (304) 722-8950

Duties:
Assigned to McJunkin-Redman Corporation
   Support the Accounts Receivable (ASI software) department
   Write new COBOL, CICS and Eztrieve programs.
   Maintain existing programs written in any language.
   Write JCL to execute batch programs.
   Troubleshoot problems reported by the credit/accounting departments
   Research/recommend IS improvements for the A/R department
   Prepared SDLC documentation
   Mentored programmers

Projects:
   Several conversions as a result of mergers and acquisitions
   OPEN SCAN

3/2007 - 9/2008, Sr Systems Consultant, DP Professionals, Columbia, SC, 803-738-0066

Duties:
Assigned to Blue Cross/Blue Shield of South Carolina
   Designed and wrote new DB2 programs for Backend Reporting (Data Warehouse)
   Maintained existing programs written in any language
   Wrote new programs in APS, Eztrieve, COBOL, as well as JCL to execute the programs
   Mentored less experienced programmers
   Carried the support pager and was assigned problem tickets to resolve.
   Prepared SDLC documentation

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7/1999 – 9/2006, Sr Systems Analyst , Wachovia Bank, Charlotte, NC (800) 922-4684

Developed the process to automate the Line of Credit's Small Business Banking Division. Worked with the DBA to design DB2 tables, as well as led the team that wrote the batch and CICS programs to populate, retrieve, and update these tables. I supported the FAF (Imageplus) application which employed CICS, IMS and DB2 stored procedures. Supported the Open Data Stream (EQ) application which built dynamic SQL to read FDR DB2 tables.

Duties:
    Estimated costs of program changes
    Designed and wrote new programs for the Line of Credit Department
    Maintained existing programs written in any language
    Created JCL to execute programs, and NDM files
    Aided Business Analysts in writing Business Requirements
    Designed the DB2 tables for the Small Business Banking Division
    Mentored less experiencedprogrammers
    Created the initial Corporate Outage HE Verification Procedure
    Used PICCT and Changeman to implement changes
    Used the System Development Life Cycle methodology
    Carried a support pager 24/7
    Prepared following documentation: Call Charts, Flow Charts, Technical Designs, Implementation forms
    and SDLC documents.

    Subject Matter Expert for the Line of Credit for the following:
    DB2 Control tables, COBOL, APS/AMB, Convenience Checks,
    Accounting Interfaces, First Data Resource Interface, Insurance Product, New Accounts Interfaces,
    Small Business Banking Division Interfaces, Hyperion Financial Reporting Interface, FAF (Imaging),
    Customer Information Interface, Universal Cross Reference Interface, and the Corporate Outage HE
    verification procedure

    I was Promoted to Officer in 7/2001 & Promoted to Assistant Vice President in 4/2003

2006-2006 Jackson-Hewitt Tax Service, Nitro, WV (2006 TAX SEASON) – second job

Duties:
    Prepared personal tax returns using Jackson-Hewitt software:
    Interviewed customers,
    Researched tax questions
    Submitted tax returns
    Closed loans for customers who took advantage of the Accelerated Refund options

1998-1999 Senior System Consultant, SPC, Charlotte, NC

Duties:
Assigned to First Union Bank (now Wells Fargo)

    Designed and wrote new programs for the Credit Card Department
    Maintained existing programs written in any language
    Wrote JCL to execute programs, and NDM files
    Supported the Imageplus Customer Data Exit
    Mentored less experienced programmers
    Used PICCT and Changeman to implement changes
    Wrote the following documentation:
    Call Charts, Flow Charts, Technical Design & Implementation

Carried a support pager

5/1996 – 9/1998 Programmer/Analyst II, WV DHHR, Charleston, WV   (304) 558-3950

Duties:
    Maintained existing programs
    Converted Assembler programs to COBOL
    Served on the Total Quality Management Team
    Led training for end users
    Convert Assembler online programs to COBOL

4/1988 – 5/1996 Programmer/Analyst I & II, WV Div Rehab Svc, Institute, WV. (304) 558-3950

Designed, wrote and implemented the Quality Assurance system. I created databases, setting up keys to be used to join the databases, and I also wrote queries for accessing these databases.

Duties:
    Designed and wrote new programs
    Maintain existing programs written in any language
    Converted TRANSACT programs to COBOL
    Provided support for hardware, software and WAN problems
    Led Mainframe and PC training
    Made hardware and software purchase recommendations
    Backed up the System Manager
    Wrote Procedures for data entry and word processing operators
    Created Logons, Menus and files
    Automate MEDPAY system to interface with the state FIMS system
    Automated the Quality Assurance system which involved the following:
    Design and create Turbo-Image databases, schemas, screens & reports, train users, and document procedures

4/1984 – 4/1988 Supervisor, WV Disability Determination Svc, Charleston, WV (304) 558—3950

Duties:
    Establish word-processing units in Charleston & Clarksburg, which required:
        Set up the hardware - PC's and printers
        Install software
        Develop a procedure to create forms for the Social Security Administration
        Design fill-in forms, creating libraries and macros to generate forms

    Supervised the word processing unit in Charleston, which required:
        Assign work
        Develop measurable goals
        Conduct quarterly and yearly performance evaluations
    Provide data entry and word processing support for both offices
    Provide hardware and software support for both offices
    Train word processing and data entry users
    Design Word Processing Units for the Disability Determination Service state-wide

4/1976 – 8/1981 Clerk, SC Disability Determination Division, Columbia, SC (803) 896-6500

Duties:
    Performed technical review of disability claims
    Backed up the teletype operator and the magnetic card operator
    Worked with programmers on Disability Determination Division automation
    Created manual reports to be submitted to Social Security Administration
    Receipt and Distribution of Disability Claims
    Trained data entry operators
    .

9/1973 – 1/1976 Assistant Manager, Atlantic Loan Company, Statesboro, GA

Duties:

    Approved and closed loans
    Supervised a collection agent and a cashier
    Made collection calls and wrote collection letters
    Reviewed daily and monthly reports

7/1972 – 9/1973 Clerk, Atlantic Loan Company, Statesboro, GA

Duties:

    Received and posted payments, Balanced cash drawer, Created daily and monthly reports,
    Filed, Answered phone, Typed loans, Checked credit references

REFERENCES:

Linda Ellis
Assistant Commissioner, WV DMV
304-352-5942
Linda.K.Ellis@wv.gov

Billy Lane
Sr Mainframe Programmer Analyst, WV DMV
304-533-748
billy.j.lane@wv.gov

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Resume: Billy J. Lane for DMV2400000003

Summary: Sr. Mainframe Developer possessing significant experience with State Government and WV Dept of Transportation systems and applications.

Knowledge and Skills:

Mainframes: IBM 360, 135, 138, 145, 4341, 4361, 9700, AS400
Software: **Enterprise COBOL for o/s and CICS and DB2,**
JCL for IBM z/OS enterprise server
SDSF Productivity Aid, ISPF, Programming Productivity Aid, CICS Web Interface, HTML
Pc Language, Front Page Screen Design Functionality, JAVASCRPT, HTTP Server For
CICS WEB Interface, CICS/CEMT, Novell NetWork, SDF2, VSAM, ACCESS DB, Foxpro
Tools: PRF, RC/Query, RC/Update

Experience:

Smart Shared Services, LLC   **July 10, 2017 - Present**
Fenwick Technologies, Inc   Nov 2011 – July 7, 2017
Contract Programmer for WVDOT
Upgrade the UNI software from 4.1 to 5.2 Programming changes and testing for West Virginia to comply with FMCSA (Federal Motor Carrier Safety Admin.). Upgrade software for the WVOAH (WV Office of Administrative Hearings) to prepare letters and retrain users on the Docketing System. Other changes to DMV driver issuance system, Veterans and Life Time Hunters to comply with federal and state legal requirements. Program and test CD31 validation data.

  Support the following systems and applications:
  ✓ **Commercial Driver's License Information System (CDLIS)** - CDLIS is the nation-wide computer system that enables State Driver Licensing Agencies to ensure that each commercial driver has only one driver's license and that the State of Record has the driver's complete driver record
  ✓ **Problem Driver Pointer System (PDPS)** – The PDPS is used to search the National Driver Register (NDR). This is a repository of information on problem drivers provided by all 51 U.S. jurisdictions
  ✓ Social Security Online Verification (SSOLV) – Online support allows a jurisdiction to verify an individual's SSN with the Social Security Administration's database during the driver's license issuance or renewal process, while an applicant is still at the counter
  ✓ Unified Network Interface (UNI) – The UNI product resides on a site's host and fills an "interface" role between a site's application system and the telecommunications network **(AAMVA).** In this interface role between application and network, UNI provides both application interface functions as well as network interface functions.

WV Dept. of Transportation - Programmer Analyst III   Feb 2003– Sept 2011

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- ✓ **Take the lead with other analyst in analysis, designing, maintaining and upgrading the DMV Drivers Application System using Cobol/CICS/DB2 and JCL**. Work directly with Federal Government agency **(AAMVA) and (FMCSA)** to establish new and maintain existing systems for issuance of Commercial Drivers License to comply with federal and state legal requirements. Communicate with other States IT to solve problems with transferring Drivers.
- ✓ **Code complex batch COBOL programs, compiling and debugging using CA DB2 Tools for CICS/DB2 programs online, SQL statements against DB2 tables (RC/Update, RC/Query and PRF**
- ✓ Help design and maintain the **Docketing System for WV OAH** (WV Office of Administrative Hearings). Continue to modify programs and work with personnel to keep current with Legislative changes.
- ✓ Knowledge of WV DOT business processes as it relates to the computer systems
- ✓ Work with Management to establish deadlines as well as methodologies for establishing upgrades of current systems as well as new ones.
- ✓ Analyze the various software tools to develop and maintain system.
- ✓ Establish user procedures and train the user. Monitor the users and others to make sure procedures are being followed.
- ✓ Keep educated on available technology to improve skills and establish more efficient ways to perform my functions as an analyst. Involved in Webinars for AAMVA modifications and updates such as ACD code, Restriction code for CDL's and upgrading of the Software.
- ✓ **Extensive knowledge of the codes and language used by CDLIS, PDPS, SSA and the UNI system in general. Program and develop CD31 verification for AAMVA's annual Clean File process involving some 100,000 CDL drivers in the State of West Virginia.**
- ✓ **Monitor AAMVA net UNI log for validating drivers and working closely with the DMV and OAH Helpdesks. Install AAMVA's UNI software upgrades.**
- ✓ **Extensive knowledge of the WV DMV Drivers' System and its interfaces with AAMVA software (CDLIS. PDPS, SSOLV and UNI)**
    Help Design and Program Online Drivers License Renewal and Duplication System for DMV so drivers can renew or get duplication via personal computers or at a kiosk.

Other Positions and Duties

Worked for 8 years for the State of South Carolina as a Computer Operations Supervisor, System Analyst III, from 1969 till 1977
Was employed by Bluefield Supply as COBOL programmer 1978 till 1988
Worked for Albers Drug Co in Knoxville TN as a remote programmer 1988 till 1990
Worked for Ammars Inc as PC programmer 1990 till 2003

Systems Analyst for Dept of Mental Health of SC   1969

Billy Lane Resume

Analyze manual system, document and develop flow for programmers – train users to use automated system

Education   Graduated ECPI in Columbia SC   1969

Reference:

Linda Ellis
Assistant Commissioner, WV DMV
304-352-5942
Linda.K.Ellis@wv.gov

Lynette Shaw
Programmer Analyst
WV DOT – IT Services
307-558-9509
Lynette.s.shaw@wv.gov

Resume: Gene Walters for DMV2400000003

SUMMARY

Sr. Mainframe Developer with significant experience serving the State of WV Office of Technology and supporting various user agencies with skills that ideally fit the requirements for the open position at WV DMV.

SKILLS

Z/OS, JCL, COBOL, CICS, DB2, SQL, SAS, Control-M, ISPF, CLIST, REXX RACF, HSM, PSF, SDSF, SMPE, SDF2, ISPF, HTTP Server, HTML, javascript, TCP/IP, FTP/SFTP, AF/OPERATOR, ISKLM, Quickref, Z/VM, Tivoli Storage Manager, TMS(CA-1), CA-TPX, CA-Librarian, Co:Z Toolkit, KWIK-KEY, CA90's, Vision Results/Sixty, File Manager, Intertest for CICS, Bluezone Web-to-Host 3270 Emulation software, Startool, Cyberfusion, PAGENT encryption manager, Datacom, IWAY Middleware, VPS, Infoprint, VTAM, SuSE Linux, Oracle, DOS, Windows, Office 360 package. Google suite.

EXPERIENCE

Senior Application Developer • Shared Services for State of WV DMV • 2022-Present
Performed operational support as well as programming modification and enhancements to State of WV Drivers License system using COBOL/CICS and DB2. Created interface between State of WV and AAMVA for Commercial Drivers License test scheduling and results services using REST services of DB2. Used DB2 tools, RC/Update and PRF to create and modify DB2 databases as needed.

Information Systems Manager II • State of WV • 2020-2022
Managed team of Mainframe Systems programmers that supported Z/OS environment for the entire State of West Virginia. Prepared annual budget for hardware and software. Maintained contracts for support of all hardware and software for the mainframe.

Systems Programmer • State of WV • 1999-2022
Installation, configuration, monitoring, debugging and support of various mainframe Software systems including **Z/OS, JCL, COBOL, CICS, DB2, SQL, SAS**, **ISPF, CLIST,** RACF, HSM, PSF, SDSF, SMPE, SDF2, ISPF, VTAM, HTTP Server, HTML, JavaScript, TCP/IP, FTP/SFTP, AF/OPERATOR, ISKLM, Quickref, Z/VM, Tivoli Storage Manager, TMS(CA-1), TPX, CA-Librarian, Co:Z Toolkit, KWIK-KEY, CA90's, File Manager, PAGENT Encryption manager. Vision Results/Sixty, Intertest for CICS, Control-M, Bluezone Web-to-Host 3270 Emulation software, Startool, Cyberfusion, Datacom, IWAY Middleware, VPS, Infoprint, CICS, SuSE Linux and Oracle.

Coded online and batch systems using the same software in support of the OT datacenter and various user agencies.

Provide technical assistance to Programmer/Analysts and end users in Various state Agencies as well has Contract Vendors. Including help with debugging, setup and use of various mainframe systems and software.

Plan, schedule and assist in annual Disaster Recovery Exercises: Recover system and establish the underlying Network so users can communicate with the remote site. Provide technical support to users participating in the exercise.

Developed and Maintained Datacenter Web Page, including CICS Web support pages.

Programmer/Analyst • State of WV • 1987-1999
Worked for Office of Technology and WV insurance commission, Board of Risk and Insurance Management, Real estate Commission designing and coding online systems using **COBOL, CICS, DB2, JCL, ISPF, REXX and SAS**. Maintained and supported several agency systems using the same software, including all available IBM utilities.

EDUCATION

Bachelor of Science in Computer Information Systems • Graduated February 1987
Devry University, Columbus Ohio

REFERENCES

Natalie Faulkner
Systems Programmer, State of WV
304-389-1018

Joseph Perks
Systems Programmer, State of WV
304-777-1874

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RESUME: Lynette Shaw for DMV2400000003

Education

AAS Degree in Computer Science from Parkersburg Community College in May 1978

Multiple Classes in COBOL, COBOL II, DB2 and CICS provided by WV Office of Technology.

Experience

WV Office of Technology - 11/1978 - 04/1999 and

WV DOT 04/1999 - 12/31/2021 and

WVDOT (Via SSS)) 01/2022 - Present

Programmer/Analyst with 42 years of paid full time experience programming in IBM Mainframe, designing and maintaining enterprise level complex COBOL/CICS/DB2 environment, programming with JCL in an enterprise mainframe environment, experience working in a regulated environment either at the state level, using Computer Associates DB2/IBM Tools RC/Update and PRF. Over 24 years of paid full time experience with the WV DMV Drivers System and Vehicle system, working with the federal and state legal requirements regarding Commercial Driver Licensing, experience working with the American Association of Motor Vehicle Administrators (AAMVA) applications which interfaces with the WV Drivers System. These applications include the Commercial Drivers Licensing Information System (CDLIS), the Problem Driver Pointer System (PDPS) and the Social Security Online Verification and the Unified Network Interface as well. Created the CD31 files to be sent to AAMVA from the inception of the process thru 12/31/2022.

Skills

- Ability to Communicate with technical and non-technical personnel
- Ability to Communicate with upper management and front-line users
- Conscientious
- Dependable

Reference:

Linda Ellis
Assistant Commissioner, WV DMV
304-352-5942
Linda.K.Ellis@wv.gov

APPLICATION DEVELOPMENT & BUSINESS ANALYSIS

Business Analysis & Coordination | Infrastructure & Architecture | Programming

Repeated success devising innovative, tailored solutions to meet ever-changing business requirements within diverse industries (Finance, Manufacturing, Insurance, Healthcare). Adept at assimilating and rapidly utilizing emerging technologies; extensive background in development and interfacing core application to new technologies and software. Highly autonomous with critical-thinking and decision-making acumen. Strong communication and leadership skills; excel at team oversight, cross-functional collaboration, and customer liaising. Superior project planning, milestone, and scope development, as well as system design, enhancement, implementation, management strategies. Outstanding ability of understanding customer needs and requirements to create proactive solutions. Multilingual skills with proficiency in English, Portuguese, Spanish and Japanese. Professional experience includes projects in USA and Brazil. Portfolio includes participation in a Mainframe downsizing project featured in Market Watch magazine in 2010. Participated in several highly successful Database Integration Projects. Worked with Cobol/Java integration projects.

Technical proficiencies include...

Environments	Windows, MS-DOS, MVS/XA, VM/CMS, OS/2
Programming	COBOL, Easytrieve, .NET, Java, Visual Basic, SQL, PL/SQL, VisualCOBOL++, DL/I, CICS, CICS Command Level, OS/JCL
Database	MS SQL Server, Oracle, DB2, VSAM, IMS-DB
Network	MQ Series, APPC LU6.2
Tools	MS Project, Rational Rose, Eclipse, TSO/ISPF, OS/UTILITIES, SDF/II, Intertest, Abend Aid, Xedit, Endevor, IMS-Xpert, Xpediter, File-Aid, Animator, Changeman, In-Synch
Hardware	IBM 30XX / 43XX / 370, IBM PC / Bloomberg Trade Monitor

Language proficiencies include

English (Native or Bilingual Proficiency)

Portuguese (Native or Bilingual Proficiency)

Spanish (Bilingual Proficiency), Japanese (Native Proficiency)

PROFESSIONAL EXPERIENCE

SENIOR MAINFRAME PROGRAMMER,   July / 2023   to present
DOT of WV - Division of Motor Vehicles (DMV) – Charleston WV

Works in Drivers Systems at DMV of West Virginia with enterprise Mainframe team to develop, test and interface WV Drivers System to AAMVA (American Association of Motor Vehicles). These applications include the Commercial Driver's Licensing Information System (CDLIS), Problem Driver Pointer System (PDPS), Social Security Online Verification and Unified Network Interface (UNI). Works also on SPEX (State-to-State Exchange System). Main tools are COBOL, CICS (including CICS Background Transactions), DB2, Intertest, JCL.

SOFTWARE ENGINEER CONSULTANT,   April / 2019 to June / 2023
3M HIS (Health Information Services) – Meriden CT

3M Health Information Systems is the global leader in coding, patient classification and grouping performance management software and consulting services.
Worked with Mainframe team to test and integrate Medical Grouping, Editing and Reimbursement Software in Mainframe Environment. Integrates, versions and publishes software changes to accommodate regulatory changes from Components and enable the changes in Mainframe environment. Executes Client support for releases. Develops, supports QA, supports Clients using 3M HIS Proprietary software (APCGP CMS, EAPG, APCGP Tricare). Utilizes Agile Project Management.

TECHNICAL CONSULTANT,   March / 2018 March / 2019
Motion Industries – Irondale (Greater Birmingham), AL

Motion Industries is a wholly-owned subsidiary of Genuine Parts Company (NYSE-GPC). It provides products and services through a network of over 450 branch locations. Its products include automotive and industrial replacement parts, office products, electrical, electronic materials, serving more than 150,000 industrial companies throughout North America, Mexico, Australia, Germany.

Worked in eCOS Project (CICS Elimination) with COBOL, CICS, MQ Series, DB2 Stored Procedures, JAVA Integration, converting CICS programs and transactions to DB2 Stored Procedures as part of a project to make the current environment platform independent. Perform coding, debugging, integration tests with AS400 Warehouse System. Perform documentation, analysis, QA Integration, Production Support.

SENIOR MAINFRAME DEVELOPER,   Jan/2017 to Dec / 2017
BlueCross BlueShield of South Carolina – Columbia SC

BlueCross BlueShield of South Carolina is the biggest health insurance carrier in SC. BlueCross was chosen as a service provider for processing TRICARE (health care program for United States Department of Defense Military Health System) for Health.net (primary provider for US West Region).

Worked in TRICARE enrollment and reporting group using primarily COBOL,MQ Series for COBOL, DB2, IMS, APS (COBOL code generator), CICS, JCL. Utilizes CMMI Methodology.
Main responsibilities include Application Development and Maintenance, Production Support, Customer Support, Incident Management.
Developed major routines for TMBS (Tricare Membership Online System) utilizing CICS with APS(COBOL generator), developing new CICS screens and several batch routines with DB2 and IMS databases.

MAINFRAME APPLICATION DEVELOPER, Aug/2016 to Dec/2016
Great Lakes Higher Education – Rocky Hill CT

Great Lakes is a non-profit organization that provides student loans in partnership with US Department of Education and private lenders.
Worked in a project to separate current Loan Systems into 2 distinct Systems of Business - Federal and Commercial. Worked in designing, programming and coding separate routines – Test and Implementation of Databases and Batch Routines. Utilized Agile Methodology for Tests with JIRA Software (with Zephir). Utilized COBOL, MQ Series for COBOL, DB2, JCL. Developed separate screens for Federal Student Loan Enrollment.

CONSULTANT – AML COMPLIANCE, Feb/2014 to Dec/2015
BCP SECURITIES – GREENWICH CT

Implementation of AML / CDD / KYC Software (SURETY - AML Partners) for Client / Customer vetting and analysis for Compliance Department. Research, analyze and customize AML (Anti Money Laundering) Documentation Standards to comply with SEC and FINRA Standards..

Surveyed and analyzed documentation for audit purposes. Aggregated data and constructed database for trader's consultation and research. Provided orientation on documentation standards. Assisted CCO on compliance customer data research and storage. Integrated multiple databases utilizing SQL Server and Access.

APPLICATION DEVELOPER LEAD, Nov/2007 to Dec/2013
Kemper Direct – Kemper Services Group (Former Response Insurance)

Provided leadership to enterprise-wide technology project development and implementation, directing planning, requirements definition, solution assessment, functional and technical design, testing, integration, and implementation. Executed analysis, provided solutions, executed coding. Developed requirements, solution analysis, milestones, performance metrics, and status reporting, coordinating and conducting all cross-functional and intra-organizational project communications. Directed all project implementation and transition to production efforts, overseeing initiation of maintenance and ongoing support mechanisms.

Selected contributions include…

- OASIS / ASSIST – Customized automobile insurance management system - enabled direct synchronous communication between several geographically separated call centers and the corporate core applications. Customized solutions, added compliance modules and supported the daily online and batch processing of policies.

- Claims Systems: Developed interfaces to real-time claims processing application.

Programmed in Visual Basic, VisualCOBOL++,.Net for Rating Systems, Micro Focus COBOL, and Artform in Windows environment, using MS SQL Server as database.COBOL, VSAM, MQ Series on Mainframe side.Developed routines to extract and send data from Mainframe (VSAM) to SQL server. Participated in a major downsizing project - converting Mainframe IBM JCL batch processing to SQL -Pearl processing routines in Microsoft SQL Server.

PROGRAMMER / ANALYST, FEB/2006 to Nov/2007
Emigrant Savings Bank – New York

Performed application development and support for Savings and Checking Team for internal and client-facing systems, leading the entire software aria lifecycle (SDLC) across requirements analysis, solution design, programming, testing, and delivery.

Utilized COBOL, CICS, Easytrieve, Assembler. Developed Online Emigrant Direct Savings Enrollment System in COBOL .CICS

SELECTED CONSULTING ENGAGEMENTS

KRAFT Foods (Altria Group) – New Jersey

- KTS – Kraft Trade System: Collaborated with internal professionals, serving as a Project Leader / Business Analyst on interfacing CAS System (Trade Management Software) with the Kraft Legacy Systems (COBOL DB2)
    - Gathered and analyzed necessary information to be fed to the web-based CAS package from the main Kraft Legacy System for their Frozen Pizza Division (US 1 billion annual revenue).
    - Created interfaces and routines (analysis, coding and implementation) to integrate CAS package with several areas of Trade business (sales, Financial, Accounting). Utilized COBOL,CICS, DB2,JCL

DIVERSIFIED -Diversified Investment Advisors (AEGON Group) – New York

- PARIS II (Pension and Retirement Investment Systems) Developed and implemented new modules and products in collaborations with business team to enhance and manage several modules such as Commissions, Remittances, EDS (Electronic Data Exchange System). Utilized COBOL, CICS, JCL, DB2.
    - Built integrations modules to exchange information with external clients.
    - Designed and implemented Batch and On-line modules to manage information to comply with Sarbanes-Oxley requirements.

AVON Products – New York

- Sales and Billing Team: Developed a new on line system to manage the AVON National Representatives Convention in CICS / Cobol integrating the new DB2 database with the legacy IMS-DB system. Provided ongoing system support, maintenance, and management of sales support applications. Interacted with Business Departments (Sales Support) to provide ad-hoc reports. Utilized COBOL, CICS, JCL

GENERAL RE – Connecticut

- USAU Team: Participated in a Y2K Projects implementing and testing new code for date calculation. Participated in IMS to DB2 database conversion. Modified CICS transactions to utilize new Date Calculations for Y2K.

Bank Boston – Sao Paulo, Brazil

- Branch Automation System: Developed a news system to automate the customer retails management information from a legacy mainframe to a Client-server Windows-based front end integrated with CICS Mainframe-based backend (COBOL, CICS, IDMS, VSAM, JCL,)

** ** ** ** **

Additional experience / internships at major financial corporations in Brazil and for SERPRO – Brazilian Government Data Processing Center in Sao Paulo Brazil.

EDUCATIONAL BACKGROUND

Economy and Business Administration
UNIVERSITY OF SAO PAULO, Sao Paulo, Brazil

Data Processing and Computer Science
STATE UNIVERSITY OF SAO PAULO, Sao Paulo, Brazil

Professional Development

JAVA Programming; XML fundamentals
Purchase College, Purchase, NY

REFERENCES

Timothy L. Rutherford – Information Technology Manager WV DMV (timothy.l.rutherford@wv.gov)
Linda Ellis - Deputy Commissioner WV DMV (linda.k.ellis@wv.gov)

Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Centralized Request for Quote

Proc Folder:	1381091	Reason for Modification:
Doc Description:	Mainframe Application Programmer Technical Staffing Services	Addendum No. 5

Proc Type:	Central Master Agreement		
Date Issued	Solicitation Closes	Solicitation No	Version
2024-03-26	2024-04-02 13:30	CRFQ 0802 DMV2400000003	6

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON   WV   25305
US

VENDOR

Vendor Customer Code: V50000009860

Vendor Name : Smart Shared Services, LLC

Address : 405 Capitol St.

Street : Suite 608

City : Charleston

State : WV   Country : USA   Zip : 25301

Principal Contact : Eva Kordusky

Vendor Contact Phone: 855-807-6278   Extension: 229

FOR INFORMATION CONTACT THE BUYER
David H Pauline
304-558-0067
david.h.pauline@wv.gov

Vendor
Signature X _Eva Kordusky_   FEIN# 47-1148168   DATE 4-1-2024

All offers subject to all terms and conditions contained in this solicitation

ADDENDUM ACKNOWLEDGEMENT FORM
<u>SOLICITATION NO.: DMV2400000003</u>

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

<u>Addendum Numbers Received:</u>
(Check the box next to each addendum received)

☒	Addendum No. 1	☐	Addendum No. 6
☒	Addendum No. 2	☐	Addendum No. 7
☒	Addendum No. 3	☐	Addendum No. 8
☒	Addendum No. 4	☐	Addendum No. 9
☒	Addendum No. 5	☐	Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Smart Shared Services,LLC
Company

Eva Porolusz
Authorized Signature

4-1-2024
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) _Eva Kordusky / VP of Business Operations_

(Address) _405 Capitol St, Charleston, WV 25301_

(Phone Number) / (Fax Number) _855-807-6278 x229 / 888-680-6555_

(email address) _eva.Kordusky @ sssllc.email_

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through *wv*OASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Smart Shared Services
(Company)

Eva Kordusky
(Signature of Authorized Representative)

Eva Kordusky - VP of Business Operations   4-1-2024
(Printed Name and Title of Authorized Representative) (Date)

_855-807-6278 x229 / 888-680-6555_
(Phone Number) (Fax Number)

eva.Kordusky @ sssllc.email
(Email Address)

Revised 8/24/2023

11.2.2. Immediate cancellation of one or more release orders issued under this Contract.

11.2.3. Any other remedies available in law or equity.

12. MISCELLANEOUS:

12.1 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Eva Kordusky

Telephone Number: 855-807-6278 x229

Fax Number: 888-680-6555

Email Address: eva.kordusky@sssllc.email

CRFQ DMV24*03 - EXHIBIT A - PRICING PAGE - Smart Shared Services

Item Number	Quantity	Description	Unit Price Year 1	YEAR 1 TOTAL	Unit Price Year 2	OPTIONAL YEAR 2 TOTAL	Unit Price Year 3	OPTIONAL YEAR 3 TOTAL	Unit Price Year 4	OPTIONAL YEAR 4 TOTAL
TOTAL INSTALLATION & DELIVERY COST										
LOCATION - 5707 MacCorkle Avenue, S.E., Charleston, WV 25304										
1	20,000 (8x2500 hrs)	Application Programmer Analyst Contract Cost for 1 year based on hourly rate	71.52	1430400	72.75	1455000	74	1480000	75.28	1505600
Total										

This amount is for evaluationn purposes only

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Smart
Shared Services

Resume: Tim Phillips for DMV2400000003

EXPERIENCE

2023-present   **Smart Shared Services, Charleston WV**
Mainframe Programmer, client: WV Division of Motor Vehicles, October 2023 - Present

- Reviewing/Analyzing/Documenting mainframe generated reports written in COBOL, SAS, DYL280 executed via JCL submitted by Control-M.   The reports use data in a DB2 database as the primary source of information. Documenting report functionality, schedule(s), finding alternate approaches and methods and looking for opportunities to enhance performance and reduce cost.
- Reviewing/Analyzing/Documenting mainframe applications written in COBOL, CICS and using a DB2 database as well as VSAM files.   Creating user guides, training manuals and other tools to improve effectiveness of the applications.
- Reviewing/Analyzing/Documenting other WV DMV technical processes including Passport Verification Services, Social Security Online Verification, ApplicationXtender, and Oracle-based tracking systems for several units within the DMV.
- Reviewing/Analyzing/Documenting WV DMV Business Processes in multiple units throughout the organization to develop a portfolio of standardized documentation capable of being utilized for training or verification of new software meeting business requirements. These processes include, but are not limited to: CDL licensing; DUI and DWI enforcement and restoration; multiple AAMVA related applications (CDLIS, PDPS, UNI, State-to-State); Graduated Licenses Suspension/Restrictions and Restorations; Third-Party service providers for payment and receipt of moneys related to DUI/DWI treatment for indigent and non-indigent drivers; Driver Suspensions related to accumulated points for offenses; and drivers participating in the Bioptic Driving Program.

2016-present   **Independent Game Designer, Charleston WV**
- Designed and developed multiple games including: Alien Uprising: Zothren Invasion (published 2017, Mr. B Games); STACKED (published 2020, Mr. B Games); Guardians of Strongholme (Designed 2021, unpublished); Zombie Frenzy (designed 2020, unpublished); Elementary (designed 2022, unpublished); Galactic Conquest (designed 2020, unpublished); Roll-A-Word (designed 2020, unpublished).
- Developed and proofread instruction manuals.
- Developed and maintained potential customer database.
- Communicated with multiple publishing companies regarding game submission requirements, project status, and offered assistance in game development/testing.
- Volunteered as booth staff at Gencon, Origins, and PaxU to teach/ promote new games.
- Attended multiple conventions promoting games and teaching attendees how to play.
- Assisted with development and promotion of Kickstarter campaigns.
- Met with other designers to collaborate on design and development issues of their games.
- Met with retailers to promote games and to respond to their questions and concerns.
- Organized and conducted playtest sessions for new games.
- Routinely demoing games at local game stores.

2008-present   **VeriTES Analytics, Los Angeles CA**
Area Manager, October 2008 - present
- Managed weekly theatrical auditing projects in multiple states across the entire country.
- Communicated with a field work force of over 700 auditors.

- Recruited and trained new auditors to perform a variety of market research assignments.
- Monitored project status weekly and performed follow-up reviews as necessary.
- Maintained a WordPress website to facilitate communication with field workers.
- Assisted home office and field workers to resolve problems related to projects.

1992-2023   **Department of Administration, State of WV, Charleston WV**
Programmer Analyst 4, January 2018 – September 2023
- Using Visual Studio, maintained COMPASS (Pension Administration System) to resolve issues that are reported, or to satisfy new requirements.
- Modifying PDF forms to apply barcodes to expedite processing upon receipt.
- Modifying XML documents to support system generated correspondences.
- Authoring SQL commands to gather information and update database as needed.
- Performing periodic code deployments through the various COMPASS environments.
- Conducting "Smoke-testing" after deployments to ensure deployment did not cause unintended consequences in the deployed environment.
- Updating TFS to maintain current status of work items.
- Meeting with staff and management to gather requirements, and communicate status on work items that are underway.
- Served as "Google Ambassador" to attempt to facilitate a smooth transition from the Microsoft Office Suite to the Google Workplace.

Information Systems Manager 4, November 2013 – January 2018
- Served as the Director of the Applications section of the Office of Technology.
- Directed three teams, totaling 42 positions, along with multiple contractors.
- Managed the Revenues and Expenditures for the section, totaling approximately $3M during fiscal year 2018.
- Reviewed all project proposals to ensure time/cost estimates were reasonable.
- Set strategy for methodologies to be used in software development, project management and software implementation.
- Worked with the other WVOT section directors to establish organizational policies and procedures, as well as to ensure that our customers' needs were being addressed.
- Performed all required personnel functions, from initial interviewing and candidate selection through termination of civil-service covered employees.
- Reviewed all executive branch technology procurements, that were software related, prior to advising the state's Chief Technology Officer to approve or deny the request.
- Managed all procurement activities for the section to obtain the tools and resources required, from the initial development of the RFP/RFQ/RFI, through the award, and worked to resolve vendor disputes when necessary.
- Developed time tracking and revenue statistical reports using SAS to ensure cost recovery was being accomplished.   During my tenure, this section started recovering its costs for the first time in its 40-year existence.

Information Systems Manager 3, May 2013 – November 2013
- Managed the Applications Operations and Support unit within the Applications section of the WV Office of Technology.
- Assisted the Director of the State's Project Management Office in setting up that section to meet her vision.
- Prepared the annual budget for the section.
- Worked with the Director and the Chief Financial Officer to perform the rates analysis required to calculate the costs of our services to attempt to recover those costs.

- Used SAS reporting to Monitor employee time and attendance to ensure that time was being correctly tracked and attributed to projects and worked with the team to reduce/eliminate non-recoverable time.
- Monitored customer trouble tickets to ensure our customers were being responded to and that their issues were resolved in a timely fashion.
- Worked to ensure all staffing and technical problems were resolved in a timely fashion.
- Worked with other central government agencies (WVSTO, WVSAO, Divisions of Personnel, Purchasing, Finance, PEIA, etc.) to determine their requirements and to help resolve any issues that arose.
- Worked with the state's Project Management Office in the allocation of resources to multiple concurrent projects.
- Performed all relevant personnel transactions required (interviews, hiring, discipline, evaluations, etc.).
- Performed Project Management Oversight on multiple projects.
- Assisted other sections of WVOT as needed to ensure smooth operations for our customers.

Information Systems Manager 2, December 2010 – May 2013
- Worked with the director to prepare the annual budget.
- Reviewed employees' timesheets to ensure proper time was recorded and monitored.
- Monitored customer trouble tickets to ensure customer requests were being satisfied in a timely manner.
- Assisted the state's Project Management Office in allocation of resources to project teams, while ensuring all projects were staffed appropriately without detracting from the ability to provide day-to-day operational support to our other customers.
- Managed multiple concurrent projects through all phases of the project management lifecycle.

Programmer Analyst 4, August 1997 – December 2010
- Worked in multiple capacities over my tenure in this job classification.
- Served as a program manager for the PEIA coordinating the efforts of multiple projects teams hired to implement several concurrent projects.
- Oversaw all IT-related issues and acted as liaison between PEIA and WVOT to ensure that all issues were resolved.
- Served as the initial Project Manager for the Statewide ERP project when it was initiated, until the project was reorganized giving the SAO control of the project.
- I was the project/team leader for the software development team that maintained WVFIMS, the statewide accounting system, from 1997-2008.
- Developed Project Plans and Project Schedules based upon satisfying the project's time, cost and scope constraints.
- Produced design documents based upon gathered requirements and determined project costs and duration for many projects.
- Created work breakdown structures and assigned project tasks to team members and reviewed project status.
- Applied supplemental staffing resources to tasks on the critical path to try to ensure meeting the time constraint on every project.
- Communicated project status to customers and other stakeholders.
- Performed employee evaluations; recommended employees for merit raises, promotions and reallocations.
- Coached and Developed employees.
- Participated in the interviewing process and made hiring recommendations.

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- Developed and maintained complex computer programs using COBOL, CICS, DB2, JCL, PRF (Platinum Reporting Facility), RC/Update, RC/Query and SAS, and assisting team members as needed in the software development life cycle.

Programmer Analyst 3, July 1996 – August 1997
- Served as Project Leader for the WVFIMS team, the statewide accounting system.
- Performed complex systems analysis and design tasks.
- Developed design documents and time/cost estimates.
- Assigned tasks to team members and regularly reviewed project status.
- Established task priority to ensured projects were completed on time and within budget.
- Met with customers to determine project requirements and to communicate project status.
- Submitted training/education plans for self and team members.
- Performed complex computer programming using COBOL, CICS, DB2, JCL, QMF, and SAS and assisted others in resolving coding issues.

Programmer Analyst 2, December 1995 – July 1996
- Met with customers to gather system requirements and to communicate project status.
- Performed complex computer programming using COBOL, CICS, DB2, JCL,QMF, and SAS and was responsible for maintaining the WVFIMS interfaces between the Department Administration and the State Auditor's Office.
- Developed design documents and time/cost estimates.
- Assigned tasks to members and worked to ensure those tasks were completed within agreed timeframes and cost estimates.

Programmer Analyst 1, July 1994 – December 1995
- Developed computer programs using Cobol, CICS, DB2, and SAS on the state's Mainframe computer.
- Worked with the WVFIMS User Group to gather system requirements and to develop design documents to address those needs.
- Delegated assignments to other team members and worked with the team members to resolve problems and to complete our assigned tasks within the agreed upon timeframes and cost estimates.

Programmer, May 1992 – July 1994
- Performed computer programming and completed assignments on several systems for various agencies.
- Worked primarily with COBOL, CICS, DB2, and SAS.
- Performed systems analysis and design activities under supervision.

2007-2008 **WV State Community and Technical College, Institute WV**
Adjunct Instructor, August 2007 – December 2008
- Instructed college students in the use of Microsoft Office (2003, and 2007).
- Created lesson plans, lecture notes, and evaluated homework and projects.
- Utilized Web-CT to administer tests and recording of grades.
- Worked with students individually, as needed, to improve their skills.
- Communicated with the Department chair and other faculty members with regards to system/software issues and student performance.

2003-2005	**WV University Institute of Technology, Montgomery WV**

Adjunct Instructor, August 2003 – December 2005

- Served as an instructor at the state prison.
- Taught Cobol, Systems Analysis, Systems Design and Operations Research to over 30 incarcerated offenders.
- Evaluated class homework, tests, and determined student grades.
- Communicated with the Department Chair, Prison officials, and other faculty members with regards to system/software issues and student performance.

Education   B.S. in Computer Management, WV Tech, Montgomery WV, August 1990
A.S. in General Business, Ambassador College, Big Sandy TX, May 1986

Skills   Project Management, IT Management, Software Development, Communication, Procurement, Database Design, Problem Solving, Systems Analysis and Design, Requirements Analysis

Tools   Microsoft Office Suite, SharePoint, Google Workspace, COBOL, CICS, DB2, VSAM, JCL, SAS, CLIST, Visual Studio, VB.NET, HTML, WordPress, SQL, Librarian, TSO, TPX, Control-M, IBM Utilities, File Aid, Star Tools, Platinum Reporting Facility (PRF), RC/Update, RC/Query; SQL Server Management Studio, QMF, Intertest, Visio

Interests   Board/Card games, Movies, Sports, Music, Travel, and Spending time with family and friends

References   Rick Pickens, wvOASIS Finance Team Manager ,WV Office of Technology – 304-545-1298
Natalie Faulkner, Lead Systems Programmer/DB2 Specialist, WV Office of Technology – 304-389-1018