

Robert Smith

EDP Manager

PERSONAL STATEMENT

As an EDP Manager responsible for coordinating the completion of initial/double data entry with the Data Team and ensuring that it is completed as per established timelines using the software program specified for each study.

WORK EXPERIENCE

EDP Manager

Delta Corporation - Jan 2001 - Feb 2002

Responsibilities:

- Responsible for filing all issues (missing data, discrepancies, data not within study parameters), and ensuring that concerns are delivered to the proper investigator(s) and addressed on time.
- Ensured the correct version of informed consent has been signed/dated properly and recorded in the Star Tracker system.
- Reviewed data entered directly into the database by study participants.
- Monitored study progress, and informed Data Team Leader of study completion.
- Provided proper input regarding study data entry and organization including design and building user interfaces.
- Maintained the completed hard copy and/or electronic files of participant records.
- Assisted the Data Management Coordinator with database-building tasks as needed.

EDP Manager

Delta Corporation - Mar 2002 - Dec 2007

Responsibilities:

- Established good working relationships and prepared to fill in for other roles as needed to support the Financial Manager and overall operations of the Finance and Administration.
- Provided management reports, based on data available, and maintained the proper functioning of the computer system.
- Coordinated with the System maintenance agency for the proper functioning of Computer Hardware.
- Coordinated with user departments and console/terminal staff.
- Trained on the software, computer file operations, and organization of files.
- Monitored the inputs and outputs of the system.
- Ran the system and effect implementation of the packages.

Education

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Effective
communication.
Interpersonal skills.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

The Effective Edp Manager

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The Executive; Philosophy, Problems, Practices United States Department of the Army, 1966 *The Effective EDP Manager* Michael R. Frank, 1980 **The Effective CIO** Eric J. Brown, Jr. Yarberry, 2008-12-23 In a business world of uncertain budgets relentless technology changes scarce management talent and intense production demands theory is good but practice sells *The Effective CIO How to Achieve Outstanding Success through Strategic Alignment Financial Management and IT Governance* is all about practice successfully delivering the nuts and bolts for effective governance execution It helps to dissolve the negative image many CIOs have as remote purely rational decision machines while demonstrating how to improve quality and throughput in your business This authoritative text includes governance checklists sample IT controls merger and acquisition recommendations and a detailed framework for IT policies Authored by two highly regarded IT management experts the book provides not only a survey of existing strategies but also includes detailed problem solving ideas such as how to structure optimal IT and telecom contracts with suppliers the implications of SOP 98 and accounting for software costs The book seamlessly brings together two perspectives that of a working CIO who must cope with day to day pressures for results and that of an IT audit consultant with a special focus on governance and internal control Unlike many other CIO related books that merely discuss strategies *The Effective CIO* includes easy to follow guidelines and governance principles that can be implemented immediately **The Effective EDP Manager** Michael R. Frank, *Managing by Design, for Maximum Executive Effectiveness* Ray A. Killian, 1968 Textbook for managers on the identification of key elements necessary for improved management performance and on methodology of increasing managerial efficiency with particular reference to needs and practices in the USA covers aspects of top management and middle management leadership decision making communication the Motivation of staff the maintenance of profitability the use of EDP etc Bibliography pp 353 to 357 **Nine Steps to Effective EDP Loss Control** Tom S. Eason, Douglas A. Webb, 1982 **Navy Management Review** United States. Navy Department, 1958 **Navy Management Review** United States. Navy Management Office, 1958 *Executive Manpower* United States Civil Service Commission. Library, 1975 **Use of Electronic Data Processing Equipment** United States. Congress. House. Committee on Post Office and Civil Service, 1963 *Use of Electronic Data Processing Equipment. Hearings..88-1* United States, 1963 *Computerworld* , 1979-05-14 For more than 40 years *Computerworld* has been the leading source of technology news and information for IT influencers worldwide *Computerworld* s award winning Web site *Computerworld.com* twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network **Management Guidance for Developing and Installing an ADP Performance Management Program** United States. Automated Data and Telecommunications Service, 1978 *Personnel Literature* , 1981 Office Automation and Employee Job Security, 86-2 United States. Congress. House. Census and Government Statistics Subcomm. of the Post Office and Civil Service

Committee,1960 **Hearings** United States. Congress. House. Committee on Post Office and Civil Service,1960 *Office Automation and Employee Job Security* United States. Congress. House. Committee on Post Office and Civil Service,1960

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