

**KURT C. JOB**  
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### **Detailed Resume**

#### **EDUCATION**

- **Certificate of Achievement: Intro to Computer Science and Programming using Python**, edX MITX, Online **2014**
- **Introduction to Statistics: Descriptive Statistics**, edX Berkley, Online, **2014**
- **M.A., Applied Mathematics**, City College of New York **2012**
- **Advance Certificate (Post Bacc) in Geographic Information Systems**, Hunter College, New York, **2011**
- **Certificate in Database Administration MS SQL Server**, Compu21 Software Training Center, **2010**
- **B.E., Electrical Engineering**, City College of New York, **1989**

#### **PROFESSIONAL EXPERIENCE (1993 - 2017)**

I am a professional who specializes in Application Development, Programming, Project Management, Data Collection, Management, Processing and Analyst. I have become an expert due to my unique education and training as well as my working experience over 20 years on the technical side of Market Research industry. My set of skills have positioned me to be of maximum benefit to companies

The following is a glimpse of the various areas I have gained experience over the years.

### **Application Development & Programming**

I have over 20 years of experience in the data collection side of the Market Research Industry. I have worked closely with numerous clients to identify and implement data and technical solutions by writing very complex and sophisticated scripts while using the latest open source software. This has always been done in a very deadline driven environment. Some of the projects include:

- A proof of concept/demo Web Portal for the Institute for Conscious Global Change (ICGC), an international non-profit organization with special consultative status with the Economic and Social Council (ECOSOC) of the United Nations (UN). This demo showed how GIS technology can be used to track the United Nations' Millennium Goals of its member countries.
- Partnered with The City College of New York (CCNY) Science Facilities Manager to create a web-based application used to manage and track the physical move of CCNY's research scientists and their equipment to their new quarter billion dollar state of the art building that is part of the City University of New York research hub.
- Designed and created a web based application for the City College's Office of Information Technology (OIT) which I used to maintain an inventory of technical equipment valued over \$4 million USD (e.g., network switches, computers, etc.).
- Designed and created a proof of concept/demo Geographic Information Systems (GIS) application (catch of the day Tobago) that shows how fishermen in Tobago can use the web to share information about their catch world wide in real time, thus increasing their potential income.

### **Project Management**

For over 20 years I have worked with a variety of companies from a startup to a multinational. This entailed leading teams and managing projects that required particular problem solving, analytical and time management skills to ensure on time completion of projects, as well as below budget. Some examples of projects I have managed include:

- At NETWORK, a Kentucky based startup company, I designed, set up and managed the company's Windows NT Local Area Network (LAN) including internet access and print and email services.
- Managed the recruitment of students to participate in a City University of New York (CUNY) sponsored research (hybrid vs. traditional course) project at City College as well as the collection and delivery of program data.
- Designed and developed a new lab, the Spielman Lab for Social Research, for the research faculty and graduate students in the Division of Social Science at City College of New York (CCNY). The focus of the lab is to use technology to foster a collaborative environment, so users can share project files, do group presentations and hold meetings.
- As Manager and System Administrator at Roper Starch Worldwide, an international market research company based in New York City, I managed the growth of the SCO UNIX network from an initial 10 terminals to 100 terminals as well as managed all aspects of the network which included system security, system updates and technical support to the system's users.

### **Data Collection & Management**

Over the years I have worked in positions of increasing responsibility and have taken on projects of greater complexities specifically in database development, questionnaire development, best practices and data security. This has given me the ability to appreciate that “data is the new currency.” Below are some examples in these areas.

- Implemented quality assurance methods so that data collected met the client's specification both at NETWORK, a startup company, and Roper Starch Worldwide, an international market research company.
- At Roper Starch Worldwide I worked with management to move the company's data collection (phone surveys) from paper and pencil to computer based technology.
- Created innovative methodology for the data collection part of the US Department of Fisheries' RFP which directly contributed to NETWORK being a finalist for the project.
- At the various companies where I worked, I consulted closely with clients to develop customized procedures, processes and methodology for the data collection of their projects using complex and sophisticated scripts and schemas for the collection, storage and analysis of data sets in various databases.
- Managed the documentation including the creation of **Standard Operating Procedures (SOPs)** for all technical issues, processes and procedures for both internal and external data processing for the startup company NETWORK and its 13 member companies.
- Conducted feasibility studies and recommended and implemented technological methodologies which enhanced the data collection and management capabilities, and provided efficiencies for NETWORK data products and services.

### **Training & Technical Support**

My training and technical support experience spans a period of more than 20 years. I have worked closely with clients on very challenging projects as well as trained users in some sophisticated software and technology. I have become an expert in conveying complex technical concepts in simple and very understandable ways to end users of technology and to workers with little or no previous technical experience. Some of the trainings I have conducted are listed here.

- Conducted a 5-day “Intro to QGIS” workshop in real time for Professors at the Center for Worker Education in New York City while located in Tobago.
- Taught “The basics of SPSS” to undergraduate Psychology students at the City College of New York.
- Worked with the Survey Unit staff of Baruch College of New York City, both remotely and in person, to find solutions for their computer hardware and software problems.
- While working at a Kentucky based startup company NETWORK, I served as a resource and consultant to its 13 member companies on all technical aspects of their business; and provided technical support and training for the CfMC software.
- Organized and hosted the CfMC Users Group Conference in New Orleans from my company home base in Kentucky.
- As a member of the technical support and training staff of the CfMC software company, I designed training, and provided technical support and 3-5 day trainings for users of CfMC software.
- I developed and presented training materials in programming and in the use of various software to new and existing users.
- As an independent programmer and consultant I used my technical expertise with the CfMC software to provide technical support, training and consulting service to fellow programmers and other CfMC software users.