

Patricia A. Edgecomb

Work

307 Williams Hall
Ithaca College
Ithaca, NY 14850
(607) 274-1535
pedgecomb@ithaca.edu

Home/Home Business

38 Ferguson Road
P.O. Box 259
Dryden, NY 13053
(607) 844-4222
www.theadvancededge.com

Education, Certifications, and Awards

Master of Science, Instructional Development, Purdue University, IN (1986)
Bachelor of Science, Biology, Wheaton College, IL (1981)
Microsoft Certified Trainer (2000)
Microsoft Certified Systems Engineer, Microsoft Windows NT 3.51 (1996)
Winner, Regional Toastmasters Speech Competition (1986)

Positions in Higher Education

Instructor. Ithaca College, NY (2004~present): Teach general computer science courses: Introduction to Web Development (CS105), Introduction to Computers and Information Technologies (CS110). Chair of committee working to standardize the curriculum for CS105 and implement a modular approach. Supervise student assistants. Participated in CS110 course restructuring committee.

Facilitator. Cornell Johnson School of Graduate Management, NY (1997~present): Present custom workshops to M.B.A. students in advanced Microsoft Excel, Microsoft Access, Microsoft Project, and VBA for Leadership Skills Program. Increase incoming students' effectiveness and efficiency using Excel and introduce students to advanced Excel features and new software.

Instructor. Tompkins Cortland Community College, NY (1995~2004): Developed and conducted training programs in Microsoft Office products, Visual Basic 6.0, Windows 2000 Professional/Server and relational database design concepts.

Cornell University, NY (1999~2002): Developed and conducted training programs in Microsoft Windows NT Server and Internet Information Server for computer professionals. Developed and conducted training programs in Microsoft Office products for Cornell librarians. **Ithaca College, NY (1990~1995):** Stimulated students' interest in computers by using educational technologies in CS110. **Central Texas College, Seoul, South Korea (1987~88):** Taught computer courses to soldiers and civilians.

Teaching Assistant. Purdue University, IN (1983~1985): Facilitated self-paced learning at hands-on laboratory stations for a general biology course.

Other Professional Positions

Consultant. AdvantEdge, Dryden, NY (1995~present): Co-owner of AdvantEdge, providing custom web, multimedia, information management, and training solutions to local and out-of-town organizations and on-site technical support to local organizations.

Free-lance writer. (2004~present): Write reading comprehension tests. Wrote parent activity sheets to accompany elementary-level books.

Systems Engineer. Sherpa Technologies, Ithaca, NY (1996~1999): Performed network and server installation, configuration, troubleshooting, and scheduled support for Novell and Microsoft local area networks. As a value-added service for network clients, developed and conducted customized network and server management training programs for network administrators. Organized marketing efforts, including free, technical seminars.

Instructor. BOCES, Ithaca, NY (1993~96): Taught adult continuing education courses in systems software and applications software. Prepared course materials.

Princeton Review, Ithaca, NY (1990~93): Taught preparation courses for GMAT and LSAT tests. **Tecumseh Junior High School, Lafayette, IN (1981~1983):** Science teacher.

Systems Engineer. USAIC-Ft. Detrick, Frederick, MD (1989~1990): Provided training and technical support for users of mainframe network. Developed customized applications. Prepared training manuals and user's guides.

Senior Systems Analyst. Automation Systems, Ltd., Seoul, South Korea (1988~1989): Provided technical support and training users of minicomputer network with PCs. Performed systems maintenance and testing. Prepared training materials.

Training Specialist. Micro Data Base Systems, West Lafayette, IN (1985~86): Taught database seminars to clients in major cities. Performed staff training. Prepared training manuals for commercial and internal use. Handled customer service inquiries.

Learning Center Director. ComputerLand, West Lafayette, IN (1985): Improved customer service by creating the first hands-on training program for the franchise. Sold training contracts. Supervised instructors.

Major Self-Employment Activities

Technical writing. (1995~present): Write software manuals for end users, software manuals for application managers, and training guides for instructor-led training.

Client management applications. Office of Executive Education, Cornell School of Hotel Administration, NY (2000~present): Replaced legacy mainframe-based registration system with Microsoft Access front-end application to Oracle database. The application provides content to dynamic pages on the department's web site, including on-line registration; tracks the multi-year certification process for program participants; provides financial and trend analysis; and simplifies data entry.

True, Walsh, and Miller; Ithaca, NY (2002~present): Replaced multiple Microsoft Outlook contact lists and Microsoft Excel workbooks with a single, multi-user Microsoft Access database application to manage immigration clients. **Leathers Associates, Ithaca, NY** (2003-2005): Replaced multiple Microsoft Excel workbooks with a single, multi-user Microsoft Access database application to manage prospects, clients, and scheduled maintenance.

Technical support specialist. Smith Marketing Services, Ithaca, NY (1999~2003): Equipped start-up company with integrated network system. Provided scheduled and on-call maintenance. **Tompkins Cortland Community College, NY** (1999): Participated in committee to design Advanced Technology Technical Center network. Provided scheduled and on-call maintenance.

Cost analysis applications. Geneva on the Lake Resort, Geneva, NY (2003~2005): Streamlined monthly closing by converting legacy spreadsheets to a single, annual Microsoft Excel workbook, complete with one-touch data conversion from accounting software. **Sheldrake Point Vineyard, Ovid, NY** (2004~2005): Developed macro-driven Microsoft Excel workbook to track cost of wine per bottle by label from harvest to bottling. **SUNY Libraries, NY** (2003~2004): Developed turnkey application to analyze web server logs of connections to subscription databases, determining frequency of use and user location by IP address. **Frito Lay, San Antonio, TX** (1986~1987): Reduced bag waste by developing a user-friendly database to track bag use by station, operator, and shift.

Sales forecasting application. (2000~2004): Replaced legacy Microsoft Excel forecasting tool with 12-month sales forecasting tool for Ithaca manufacturer. The application integrates Microsoft Access for data storage and Microsoft Excel for analysis.

Order fulfillment application. (2004): Developed a touch screen, bar code scanner-based assembly line, multi-user network application for loading pallets with products for Ithaca manufacturer. An item's serial number is scanned as it leaves the assembly line. When the pre-determined number of items is scanned, a report for the pallet is automatically generated.

Technical Skills

Courseware: WebCT

Programming: Visual Basic Professional, Microsoft Office Visual Basic for Applications (VBA)

Web site development/maintenance: Macromedia Dreamweaver, Adobe Photoshop, WS-FTP, Windows Internet Information Server (IIS)

Online Survey: Sawtooth Sensus Web

Other: Microsoft Project, Microsoft Office, Adobe Pagemaker, Adobe Acrobat

Languages Spoken*

*at an elementary level

American Sign Language

French

Italian

German

Korean

Community Involvement

Advisor. Ithaca College, NY (2005~present): Helped to form and promote an *a cappella* student singing group.

Committee Chairman. Dryden Dairy Day, NY (1999~present): As webmaster and publicity chairman, help to organize and promote annual town festival.

Columnist. Finger Lake Community Newspapers, Trumansburg, NY (2003~2004): Wrote weekly column that featured excellence at Dryden Central Schools.

School Board member (2003~2004): Dryden Central Schools

References

Available upon request

Writing Samples

Available upon request