
Ellen Moidel

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720.339.3180
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OBJECTIVE:

Seeking an International opportunity that will allow me to expand my skills in the area of International Business, Software Development, and Systems Analysis. Experienced in building relationships through communication and trust.

ORACLE APPLICATIONS:

(11 and 11i versions)

Human Resources, Payroll, iTime, Self-Service Web Applications, Projects, Advanced Benefits, System Administration

TOOLS:

PL/SQL Developer, TOAD, SQLPlus, MS Query Analyzer, MS SQL DTS, Centura Team Developer, PayBase Designer+, Seagate Crystal Reports 8.5, Crystal Enterprise, Visual Source Control, Visual Source Safe, DevTrack, SSH Secure Shell, Kintana, PVCS, SQL Loader

LANGUAGES:

PL/SQL, Centura Team Developer /Gupta

OPERATING SYSTEMS:

Windows, NT, UNIX

SOFTWARE:

Paybase32, Microsoft Office Professional, Microsoft Project, Visio, Siebel Call Center, Siebel Firehall

DATABASES:

Oracle 9i, Oracle 8i, SQL Server

ORACLE EDUCATION:

Oracle 11i Implement HRMS and Payroll (2/2004)

Oracle 9i Reports Developer (4/2004)

Oracle 11i Implement and Use Fast Formulas (5/2004)

Oracle 11i System Administration (5/2004)

EXPERIENCE:

1/2004 – Present

CH2M HILL, Englewood, CO

Senior Applications Systems Analyst/Programmer

- Gather requirements, design, develop, and implement custom code solutions and processes for Oracle HR, Advanced Benefits, and Payroll implementations and conversions. Provide documentation and training to users for all customizations.
- Project manager for WebSeries implementation project. Involved in all aspects from RFP, through installation, configuration, testing, training, deployment, and post-production.
- Develop and maintain Oracle stored procedures, packages, functions and triggers using SQL and PL/SQL languages. Improve the performance of queries, views and reports.
- Design and develop all front-end modifications to the PDS/Vista application using the Centura Team Developer package.
- Responsible for deploying code changes to the Production environment on a monthly release cycle.
- Manage source code changes with Visual Source Control to allow tracking of historical modifications.
- Configure Vista application access to the upgraded, Oracle 9.2.0.4 database, and participate in testing procedures.
- Cross-train the local support personnel to ensure that application knowledge is shared among all team members.
- Analyze the software for inefficiencies and provide recommendations for improvement, and follow through with the development of the chosen solution.
- Configure Vista application access to new database environments on a quarterly basis.
- Responsible for ensuring that local and international users' needs are met in the HR/Payroll application.
- Participate in the weekly, rotational, on-call schedule during which one person is solely responsible for fielding and processing end user support requests and other production issues.

8/2002 – 12/2003

Exp@nets/Avaya LLC, Englewood, CO

Oracle Applications Developer

- Developed and maintained Oracle stored procedures, packages, functions and triggers using SQL and PL/SQL languages.
- Analyzed existing programs and database functions to make recommendations and develop coded solutions and/or enhancements.
- Responsible for the set up of Oracle iTime. Provided end user training, created custom iTime related reports and provided ongoing maintenance and support.
- Utilized optimization techniques to improve the performance of queries, reports and programs.

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- Developed interfaces between Oracle HR and the company's third-party administrators for payroll, 401k and health insurance.
- Effectively used Kintana to migrate code between environments.
- Effectively used PVCS to maintain a history of code versions.
- Supported the corporate HR team on any issues related to their Production environment.
- Assisted with supporting the Production Support Team to ensure the integrity of Oracle Project budgets and agreements.
- Assisted with supporting the Production Support Team to solve issues related to stuck orders and project variances.

6/2001 - 8/2002

Hencie Consulting Services, Inc., Dallas, TX

Benefits and HRIS Manager

- Oversaw and administered all aspects of company benefits including health insurance, life insurance, short and long term disability, accidental death, 401k, and stock options for over 100 employees.
- Assisted the HR Director with creating policies and procedures, specifically a Company Harassment Policy and Grievance Procedure, reviewed policy and procedures with management team, and assisted with company wide rollout.
- Assisted in due diligence and disclosure process during pre-merger/acquisition business deals.
- Published weekly newsletter to company to facilitate corporate communications, employee recognition and motivation.
- Played an active role in transitioning various benefits plans to meet cost-cutting needs while simultaneously improving value to employees.
- Maintained various spreadsheets and Pivot Tables to analyze trends relating to employee status, turnover, and benefits. Created management reports and recommendations based on analysis.
- Ensured efficient operation of the Oracle Human Resource Management Application and data, maintained data integrity, and interfaced with the product.

5/2001 - 8/2001

Hencie Consulting Services, Inc., Dallas, TX

Oracle HRMS Summer IT Internship

- Implemented Paid Time Off functionality within the company's Oracle HR module.
- Maintained the Oracle HRMS database by updating and correcting employee information.
- Interviewed end users for requirements gathering. Documented processes and procedures and researched Oracle's MetaLink support website to discover solutions to client's issues and provide solutions.
- Identified problems and issues relating to the HRMS system and worked with technical team to resolve. Ran system test procedures and reported results.

6/2000 - 6/2001

Hencie Consulting Services, Inc., Dallas, TX

Benefits Administrator (additional responsibilities)

- Maintained relationships with various benefit representatives from health insurance, life insurance, and 401k.
- Reviewed company benefits with all new candidates during their on-site interview.
- Fielded questions from employees and resolved any insurance claim issues that arose.
- Processed semi-monthly payroll using ADP software and handled employee issues.
- Ensured efficient operation of the ADP PC Payroll for Windows Application and data, maintained data integrity and interfaced with the product.
- Implemented and maintained employee stock option database and processed all paperwork related to stock options and stock purchases.
- Followed up with terminated employees and processed all related paperwork.

12/1999 - 6/2000

Hencie Consulting Services, Inc., Dallas, TX

Benefits Administrator

- Conducted new hire orientations, processed all related paperwork, and created and maintained personnel files, medical files, W4 files, and I-9 files.

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- Processed new address information and various employee changes related to benefits.
- Audited monthly bills from insurance carriers to ensure accurate billing.
- Initiated and managed employee retention initiatives such as employee recognition, project team care packages, and birthday/milestone recognition programs.
- Assisted with organizing company meetings, office moves, and other special projects.

11/1998 - 12/1999

Foxworth-Galbraith Lumber Co., Dallas, TX

Human Resources Administrative Assistant

- Responsible for processing new employee paperwork, processing termination paperwork including COBRA and HIPAA forms, and completing Verification of Employment requests.
- Other duties included creating Management Memos and coordinating and assisting with special projects such as administering quarterly training programs and the semi-annual Management Procedures Review seminars.

5/1997 - 8/1998

Classroom Connections, Plano, TX

Sales Assistant

- Responsible for processing bank deposits, opening and closing the store, operating the cash register, and operating the laminating machine.
- Other duties included shipping, receiving, and pricing inventory.
- Responsible for maintaining high levels of customer service.

EDUCATION:

▪ **M.B.A. International Business, University of Colorado at Denver – May 2007**

- Completed M.B.A. electives including Visionary Leadership, International Business, Cross-Cultural Management, and Marketing in the Chinese Environment.

Leadership Project: Utilized tools to establish a 5 Year Strategic Plan addressing Values, Vision, Goals, Objectives, Tasks, and Contradictions. Developed plan based on personal career goals and generated a road map detailing the next 5 years.

▪ **B.S. Management Information Systems, University of Texas at Dallas – May 2002**

- Graduated Summa Cum Laude
- Charter Member of AITP (Association of Information Technology Professionals) - January 2001 - present
- Member of Golden Key National Honor Society - January 2001 - present
- Academic Excellence Scholarship Recipient - Fall 99 - Spring 02
- Completed B.S. electives including C++ Programming/Data Structures, Database Fundamentals, Desktop Computing and Applications, Systems Analysis & Design, Systems Development, and Business Data Communications.

Modeling Project: Created assumptions to track project management and developed Assumption Driven Decision Support System in Excel to create Manpower, Product, and Profit and Loss Reports.

Website Development: Developed a hypothetical company website to simulate interactions with various user groups including customers, employees, and investors.

Systems Proposal: Analyzed an on-line virtual company to improve their current method of tracking projects. Created ER and DF diagrams and created a report detailing various solutions with associated cost/benefit analysis and proposed recommendations to the company's Board of Directors.

LAN Project: Interviewed the IT Director at a local company and created a network diagram in Visio to trace the flow of data in the company's LAN. Analyzed the LAN design and made suggestions to improve efficiency.

Group Project: Applied all concepts of systems analysis and design (SDLC) from the initial phases of requirements gathering/project planning to process flow documentation, coding and delivering a more efficient program for an organization that currently uses a manual transaction processing system and reengineered the daily activities.

Sr. Honors Thesis: Prepared a thesis to address issues involving facial scanning and biometrics technology:

Your Face: The Bar Code of the Future?