

Thomas G. Smith

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A highly qualified Information Technology professional with experience in all facets of the software publishing industry. He is a highly self-motivated team player with the ability to prioritize and complete multiple projects and takes great personal satisfaction at the successful completion of every task. He has extensive experience in the field of software Quality Assurance.

Software: Microsoft Word, Excel, Power Point, Access, FileMaker Pro, Adobe Acrobat, Adobe Illustrator, Adobe Photoshop, Rational Test Suite, Brio Query, WebEx

Operating Systems/Platforms: SQL, UNIX, LINUX, Microsoft OS, NT Client and Server, HP Client

Office Skills: Typing (60 WPM), Filing (alpha/numeric/bates), document reproduction, 10-key,

Point Marketing

Dec, 2002 – Present

Marketing Consultant

- Marketing research
- Data Entry
- Quality Assurance and Product Support of Demo players
- Quality Assurance and Product Support for Marketing Database (SQL)

Celerity Consulting

June, 2002 – Dec, 2002

Performed the following duties:

- Data Entry
- Document reproduction and dissemination
- Filing (alpha/numeric/bates system)

The Presidio Trust

August, 2001 – May, 2002

Performed the following duties:

- Procurement Clerk
- Oracle Implementation team member
- Oracle Data Entry
- Accounts Payables/Receivables Clerk

NetForce, Inc

September, 1997 – May, 2001

NetForce, Inc. was a small, start-up software company specializing in Oracle-Based pharmaceutical tracking software compliant with CFR 11 guidelines and FDA specifications for GMP. Primary function was as a QA Lead Tester, participating in countless release cycles, creating test scripts, heading up a team of 2-5 testers, helping to

create and implement a company-wide SDLC and many other functions. Performed many collateral duties.

Performed the following duties:

- Quality Assurance Lead Tester
 - Headed up testing effort of EventNet Medical Communications Module
 - Headed up efforts for cross-platform validation
 - Responsible for formulating and testing standard suite of Edit Checks
- Assisted the Publications Department
- Interim Director of Product Support (~12 months)
- On-site Product Implementation team member

The Learning Company September, 1996 – August, 1997

The Learning Company is a software company involved in the design and creation of a wide range of learning and informational software.

Performed the following duties:

- Quality Assurance team member
- Assisted in Documentation

The Other 90%, Inc. June, 1995 – May, 1996

The Other 90%, Inc. was a small, start-up software company which designed and built The Mind Drive, the first video games controlled by human thought.

Performed the following duties:

- Quality Assurance Lead Tester
- Documentation
- Product Support

The United States Navy August, 1988 – May, 1992

Held Job Rating: Radioman Third Class (E4)

Performed the following duties:

- HF/UHF radio and satellite communication
- Message reproduction and dissemination
- Teletype Repairman
- Dealt with Top Secret crypto equipment
- Damage Control Petty Officer
- Held a Top Secret, NATO Top Secret SPECAT security clearance
- Was awarded the following decorations:
 1. Sea Service Deployment Ribbon
 2. National Defense Service Medal
 3. Joint Meritorious Unit Award
 4. Battle "E" Ribbon
 5. Coast Guard Special Operations