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What will a company gain from working with me?

Increased Productivity without sacrificing integrity.
Increased clarity and a focus on communications, efficiency and commitments.
More energetic, exciting and enthusiastic teams that are more attentive to customer needs.
Increased ability to diminish expenses while increasing revenue based upon incorporation of techniques learned from both the small business and corporate communities.

Who am I?

An Asset to any Business I choose to work with!
An Organizer, Team Player and Motivator.
An Industry Developer, Teacher and Network facilitator.
A World Traveler and Adventurer.
Someone willing to Soar with the Eagles.

Last Achievements

Successfully set up an internet server and shopping cart for www.smallbusinessman.com .
Successfully opened and managed the Planet Mac Clearance Center.

Short Term Goals:

To work with others that need the “mix” of my special talents and perspectives to achieve mutually beneficial goals and to continue developing a reputation as a top-notch business builder.

Long Term Goals:

To achieve greater freedom, richer and more rewarding experiences and to have that wealth affect the world around me in a positive way.

Current Challenge

To sell my unique talents to young, expanding or troubled companies and expand my knowledge within Corporate environments!

Recent History

1/2000

Kelly Services – Placer County Teen Challenge

Designed Excel Data Management system for stand alone computers networking via email solutions.

Manual designer - Tools: Excel98, Word 98, Outlook 98

12/99

Kelly Services – American Diabetes Association.

Manual designer - Tools: Pagemaker, Word 97, Coreldraw, IE4

10/98 - 2/99 and
7/99 - 10/99

Kelly Services – Intel Corporation and International Affiliates.

Software Support Technician and Data Validation consultant for Intel Corporation in Folsom, CA through Kelly Services. Assisted in migrations from Windows NT 3.51 to 4.0 and Win 95 to Win 98. As a Next Day Support technician, I was responsible to answer or redirect all software related and daily use questions for e-mail software (cc:mail & Outlook), office software (Excell, Outlook, Powerpoint and Word) and OS migrations (from Win95 to Win98 and WinNT 3.51 to WinNT 4.0). I also worked on data validation using Intel designed web based tools to associate, validate and support intended migrations. In addition, I was trained in the use of Intel support software on the intranet. That software included the well known LANdesk and their Iknow web tech database. I also went through Intel's DISC training assessment testing. During this period, I also tested well with Robert Half International and Kelly Services in these same areas.

Also; supported Americas Sales group with reports and documentation for July through October

7/98 –10/98

Original Position: Manager Planet Mac Arden in charge of Personnel, Merchandising and oversight of all store activities, security and data entry activities. Result: Brought store from \$0 to \$40,000 gross per month in approximately 60 days.

Current Position: Management Consultant. Current Duties: Addressing Corporate efficiency and commitment issues. Handling various situations requiring urgent attention.

Current Status: Management consultant as private contractor DBA *The Small Businessman*.

1/98 –6/98

JPS.net

Founding Director of The Internet Academy presented by JPS.net.

Responsibilities include: Training staff and clients on various computer and Internet subjects through on-line, seminar and personal web coaching programs that I designed and/or implemented.

Developed and administered activity reports for administrator.

Primary Programs Used: Windows NT, Microsoft Office, ISP, Macromedia Director and associated applications, Time keeping software, Internet Explorer, Outlook, Outlook Express, Mac OS, Win95, Windows NT, Symantec Visual Page, Claris Home Page, Claris E-mailer, Eudora, PhotoShop and PaintShop Pro.

1/98 -2/98

Robert Half International - Contractor: Sacramento Hospitals
Post Installation Windows NT Support and Help Desk.
Responsibilities: Assisting doctors and nurses with Windows NT and legacy software during busy hospital and emergency activities.
Developed and administered activity reports for administrator.
Primary Programs Used: Windows NT, Microsoft Office and Legacy Software.

2/97 -9/97

Kelly Services - Contractor: Sprint
Hardware and Software Technician
Assisting Computer Services with Windows NT Network.
Responsibilities: Hardware & software installation and removal. Inventory management, Network Administration and Help desk support.
Primary Programs Used: Windows NT, Microsoft Office and various Network applications.

1995 - 1997:

Kelly Services - Contractor: Roseville Telephone Company
Administrative Assistant to the President of the Museum Foundation and, later, to the New Administrative Director
(Return based on prior Temporary Experience in another area)
Created and expanded Museum databases to track acquisition and inventory information. Presented tours for the public and special corporate guests. Researched the History of Telephony. Acquired acquisitions on behalf of the Museum. Handled window displays and commercial art projects. Touched on most aspects of Museum activities. Trained current Administrative Director on many aspects of Museum operations. Handled day to day documentation and reports.
Gave unofficial technical support to Macintosh users not receiving support from Information Services including Macintosh/PC translations.
Primary Programs used: Microsoft Office, PhotoShop, 4th Dimension and Canvas

1994 - 1995:

Kelly Services - Contractor: GenCorp Aerojet (2nd Assignment)
Database Programmer & Word Processor
(Return based on prior Temporary Exp.)
Designed and set up database to account for Manufacturing Documentation and Engineering Drawings. Managed Part listing and tracking.
Offered Unofficial Technical Support, both Software and Hardware in Translations between UNIX, Macintosh, and PC platforms.

1994: Kelly Services- Contractor: Aspect Electronics
Database Designer
Organized new PC Quattro Pro database system for Sales & Marketing.
Software: Paradox and D-Base 4

1992 - 1994: Blue Shield, Folsom, CA
Word-Processor I (Hired based on prior Temporary Exp.)
Exceeded word-processing requirements writing manuals for EDS and Blue Shield's combined effort to implement systems for Program information and distribution. Offered Unofficial Technical Support for Microsoft Office. Implemented time saving Word and Excel macros.
Software: Wang, Word, Excel, PowerPoint and Access

1991 - 1992: Kelly Services - Contractor: GenCorp Aerojet (1st Assignment)
Word-processor/Technical Writer (Offered position, but rescinded due to Government funding cutbacks on Aerojet programs)
Managed Documentation Control. Wrote and edited General Procedures, for Managing Supervisors, Operations and Manufacturing.
Software: Word, WordPerfect, Excel, Lotus and Paradox

Other Experience: Health Club Management, Origination of first Independent Aerobics Instructor Training Organization. Health Club ownership and Management. Tennis Instruction, Racquetball Instruction, Merchandising & Personnel Management

Awards & Honors: 1996 Kelly Temporary of the Year while with Roseville Telephone.
Numerous performance awards from Sprint (Recent Kelly Assignment) for Honored for Assisting the International Dance Exercise Association with the set up and design of its Industry Certification Program.

Strengths Noted by Past Employer

Blue Shield ...You effectively organize your schedule, time, and workflow. You have a good sense for establishing priorities and respond appropriately as needs arise. Your initial orientation with Blue Shield included situations that were less than organized, this contributed to circumstances that made it difficult for you and your co-workers to plan effectively. You have made a sincere effort to overcome these obstacles, and have been quite successful. ...The quality of work you produce has more than met requirements...The documentation you produce is accurate and complete....The quantity of word processing support required for [the dept.] is phenomenal, you have met this challenge by producing quality first. You have also been available for overtime whenever necessary. ...you used 00.00 hours unscheduled and 0.00 hours schedule PTO (Paid Time Off)... The willingness you demonstrate to accept any project you are assigned more than meets requirements....You have provided Team Leadership support, developed the database and print merge requirements for Microsoft Word for Systems Support Document Distribution. You have been a key team player in the initiation of Folsom's Aerobic class. You have been active in Folsom's Toastmasters group. You are highly goal oriented and have made a large contribution to the OSS team.

Aptitudes by Meyers Briggs Standard

Abilities

Communicates organizational norms, makes decisions by participation, is personal, insightful, charismatic

Appreciates in Self

High energy, ability to value others, unique contributions

Values

Autonomy, cooperation, harmony, self-determination

Summation

Responsive and Responsible. Can present a proposal or lead a group discussion with ease and tact. Sociable, popular, sympathetic. Responsive to Praise and Criticism.

Leadership Style

Lead through personal enthusiasm. Take a participative stance in managing people and projects, Responsive to followers' needs. Challenge the organization to make actions congruent with values. Inspire change.

Preferred Work Environment

Contains individuals focused on changing things for the betterment of others. People oriented. Supportive and social. Has a spirit of harmony. Encourages expression of self. Settled. Orderly.

Contributions to Organization

Bring strong ideals of how organizations should treat people. Enjoy leading and facilitating teams. Encourage cooperation. Communicate organizational values. Like to bring matters to fruitful conclusions.

Summary

Responsive and Responsible. Can present a proposal or lead a group discussion with ease and tact. Sociable, popular, sympathetic.

Responsive to Praise and Criticism

[Alternative] jobs such as teaching, preaching, counseling and selling.
[Has] the gift of being able to see value in other people's opinions....[Is]
persevering, conscientious and orderly, even in small matters.

Hobbies & Interests:

Computers, Art and Art collecting, Travel, Tennis, Racquetball, Reading,
Running, Swimming/Surfing, Fishing and Backpacking.