

Resume

Lee Raverty

Degree:

Bachelors of Science Degree from the College of Arts and Letters – University of Southern Mississippi.

Skills

Highly self-motivated individual. (Self-starter).

Management and supervision skills, retail sales, field sales, typing, filing, bookkeeping, etc..

High *programming* proficiency in *RDA (Relational Data Applications)*.

I have written several software packages that include accounting and bookkeeping, job costing, inventory control, mail merge, time keeping and payroll. My latest creation (which was finished in 1984) has enabled salespeople and managers to increase productivity by providing a complete audit trail of all actions taken in the daily course of business.

Other computer skills:

Desktop publishing, page layout, brochures, forms and report layouts, typesetting, technical writing (including manuals, manuscripts and resumes.)

High proficiency in the use of all of the popular applications - *plus* - many other programs too numerous to list.

A working knowledge of networks, system software (all

platforms), Expert knowledge of data manipulation including file import/export, data retrieval and recovery and file management, database programming, spreadsheets, word processing, project management and organizational and timeline applications. Video, Motion Graphics and sound processing and editing - including Surround Sound applications as well. A complete and thorough understanding of sound creation & manipulation including: MULTI-TRACK "VIDEO" & "AUDIO" RECORDING.

Other qualifications:

Currently hold a valid California State Contractor's License.

As the owner of my own business, I have been responsible for supervision of employees, payroll, profit and loss statements, etc..

Proficient in marketing skills: Getting new customers, trade shows, telemarketing, seminars and bulk mailing.

Good communication skills and a genuine understanding and concern for the needs of people. "Service Oriented."

History

1952 to 1968

At the age of seven began work as a Caddy. Learned golf from a very young age. Competition as well.

Worked as a newspaper boy for the Louisville Courier Journal and won a trip to New York and Washington D.C. at the age of thirteen.

Worked in several nursing homes and hospitals. Duties included helping patients in and out of bed, helping nurses and staff to provide care for the elderly.

Worked at several large movie theaters in downtown Louisville for most of my teenage years while working in nursing and several

service stations working with automobiles. Learned how to overhaul engines, transmissions, brakes, etc..

Ford Motor Co. (Age 19). Chief duties were welding and assembly relief.

Promoted to utility supervisor because I learned every job in the plant.

Chief duties were welding, assembly relief and production quota design.

National Life Insurance Co. (Age 21)

Became the top agent in the U.S. within 6 months of employment.

Won several awards including best salesman for 13 months in a row. **A Graduate of Dale Carnegie.**

1968 to 1970

U.S. Army Special Services, Fort Knox, Kentucky
Worked in office administration and special services.

Title: Youth Activities Co-ordinator.

Duties included typing, filing, organizing and coordinating activities for dependent families on base and working with the boy scouts and much more. **Honorable Discharge.**

1970 to 1975

Teachers Aide (Social Work Team)

Juvenile Probation Department, Louisville, Kentucky.

Member of a social work team counseling children with behavior problems.

Part Owner

Carriage House Restaurant, Atlanta Georgia. Successfully provided fine dining for a thousand customers.

Hired and trained personnel and did the books.

Part Owner

R&R Music, Atlanta, Georgia. Responsible, wrote, designed and bought media time and radio-spot.

Hired and trained personnel.

Assistant Manager

Music Grotto, Atlanta, Georgia. Provided guidance for ten employees.

Responsible for accounting, inventory, sales and promotion of a large retail music store.

Hired and trained personnel.

1975 to 1991

Restoration Contractor

Self-employed contractor in, San Francisco, California, specializing in restoring Victorians.

Performed all facets of restoration including period research. Interior and exterior structural repairs, brickwork, plaster, plumbing and electrical code adjustments and waivers. Wrote and delivered estimates, contracts and dealt with permits.

Hired and supervised personnel and provided on the job training for all employees.

Owner

Tips Services. Bay Area Peninsula, California. 1984-1991. Provided home services for a very large residential and commercial market. Responsible for marketing, large home show presentations and hiring and training in both office procedure and field supervision. Employee training included marketing, advertising, telemarketing and all aspects of sales and service, as well as office routines including computer skills, data management, networking, accounting, payroll, public relations and more.

Forty employees.

Designed letterheads, contracts, estimate forms, change orders and others too numerous to mention. Designed and wrote software for accounting, inventory, payroll, job costing, project management, marketing strategies and profit projections based on customer and prospect lists. Developed an automated mass mailing system that enabled the sales force to handle customer information easily. Designed and implemented a network of computers for my specialized software. System provided up-to-date information regarding job status, referrals and even customer satisfaction information.

Provided training for unlicensed contractors to prepare them for the California State Contractors License examination. Provided information on the License Law, which included accounting procedures, insurance requirements surrounding bonding and workman's compensation and all aspects of the state lien laws.

Software Designer (Tips Office)

Provided custom software packages for small businesses which provided accounting, inventory, payroll, job costing, and project management. Became well-versed in spreadsheets, presentations and all aspects of design and implementation regarding business software. Designed multi-media presentation software which included graphics, animation and sound.

91 to present...

I continued on to provide services for small businesses. Computer consultant and Network expert. Customers included companies that provided services like printing, music stores, construction services and so many more too numerous to list. Simultaneously, (or, at the same time,) i went back to school and stayed until I only had one semester left for a Bachelors Degree. I became very ill at that time and had to drop out. I am now enrolled in The University of Southern Mississippi trying to finish my Bachelors and get certified to teach in this State. I plan to continue on to obtain my Masters and if it's in the cards a P.H.D..

Points of interest

Over eight years of Solid Experience in an all original material band which performed mostly in California.

Profound knowledge of media production, communication, and dissemination techniques and methods.

This includes alternative ways to inform and entertain via written, oral, aural and visual media.

Great knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Excellent knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

MLA and APA included.

Extensive knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models. And, wise enough to know how to use them.

Uncommon knowledge of the theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and anything electric or acoustic.

In-depth knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Strong ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.