

CLAUDE A. SWANSON

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OBJECTIVE

To obtain work where I can utilize my skills and experience and have ongoing opportunities for continued learning, challenge and growth

SUMMARY

A well-organized, detail-oriented and flexible professional with proficient modern computer skills who is highly motivated and productive and can collaborate insightfully and effectively with colleagues

SKILLS

Microsoft Office Professional (Word, Excel, Access, PowerPoint), Adobe Software (Photoshop, Illustrator, In-Design, Premiere Pro, Acrobat, Dreamweaver, Animate, XD), Brackets, Java (Spring Boot), Audacity, Chrome, MS Paint, Cold Fusion, Javascript, Citrix Metaframe, Citrix Intellitrak, CPCS, FileZilla, Fetch, Apple - Mac OS, Intel – Windows OS, TrakI Barcoding System, Global WebFOCUS, SQL, HTML, CSS

EDUCATION

Montgomery College – Associates in Applied Science, Digital Media and Web Technology, Expected Completion - Fall of 2019

Montgomery College – Associates in Arts, Humanities and Applied Science, 1982

CERTIFICATIONS

Montgomery College – Web Design Certificate Program, 2018

Montgomery College – Java Development, 2018

Montgomery College – Effective Business Writing, 2006

Montgomery College/Lockheed Martin – Advanced Global WebFOCUS Accounting Systems, 2001

SHL Direct/Brainbench Learning and Assessments – Electronic Records Information Management, 2000

SHL Direct/Brainbench Learning and Assessments – Microsoft Office Suite Professional, 2000

SHL Direct/Brainbench Learning and Assessments – Written English, 2000

Dynamic Training and Development Corporation – Business, Career and Life Management, Spring 1993

EXPERIENCE

Covance, Inc., (Ultimate Staffing, Inc.) **Patient Assistance Specialist**

Processed patient assistance applications; Provided information about patients to physicians and pharmacies and communicated with insurance companies to help patients receive transplant anti-rejection medication

DP Clinical, Inc., (Sparks Personnel Services) **Records Manager**

Processed medical forms and documents; Managed active project files; Coded and stored inactive files

Avendra, LLC (Sparks Personnel Services) **Data/Funds Recovery Specialist**

Communicated with distributors to provide goods and services to businesses in the hospitality industry; Researched and recovered missing spend data for enrolled customers; Formatted spreadsheets and updated databases to produce reports and populate company web sites with vendor data and sales information

Institutional Shareholder Services, Inc., (Randstad, Inc.) **Research Analyst/Meeting Coordinator**

Researched Securities Class Action Lawsuits via the internet; Identified new cases; Posted case dispositions and progress, settlements, judgements and disbursement information to company web site; Created reports and published monthly newsletters; Scheduled meetings and interviews between company representatives; Prepared meeting, interview and survey materials; Gathered and organized results data for inclusion into the annual company report

Lockheed Martin Air Traffic Management, Inc. (Belcan Corporation) **Database Administrator**

Tracked the movement of all Air Traffic assets with data management systems; Compiled source code, generated reports, analyzed data, made recommendations to keep information baseline accurate and current; Designed and maintained internal department intranet; Implemented and deployed a bar code asset-matching program

Lockheed Martin Mission Systems, Inc. (Belcan Corporation) **Special Projects Administrator**

Supported dozens of managers and staff involved in complex scientific, transportation and information technology projects for the Federal Government; Developed and maintained electronic filing and records-tracking systems; Created metrics and generated data-change reports; Posted data to internal company web sites; Participated in multiple migration efforts to transfer data from older and beloved Heritage systems to more modern, efficient and versatile computer systems; Helped to lead a human resources department project to convert their employee records to electronic format

Lockheed Martin Mission Systems, (Belcan Corporation) **Software Licensing Administrator**

Procured software for Year 2000 compliance testing (Y2K); Determined software licensing requirements and the appropriate software distribution method; Managed all software accessibility on site to ensure compliance with licensing laws and regulations; Ordered other software products for research and development engineers; Inventoried newly received items; extracted, recorded, copied, coded and safely stored all components; Built and maintained databases; Updated department web site

Trusted Information Systems, Inc., **Sales Coordinator/New Product Administrator**

Consulted with clients in order to determine and meet current information security demands and consider future needs; Promoted to the New Product line administrator; Built and maintained customer record-keeping and filing systems; Reported sales data to management

Woodward and Lothrop, Inc., **Seasonal Manager**

Ordered and maintained seasonal supply inventory (Holiday wreaths, trees and decorations, snow blowers, lawnmowers, suntan lotion, BBQ grills, etc.); Constructed special merchandise displays and decorated store in season; Conducted inventories and developed records-keeping and merchandise-tracking systems; Managed a team of up to 10 employees; Held brief interviews with prospective employees and recommended candidates that I felt would strengthen the department's team effort;

Computer Experts, Inc., **Analyst/Technical Recruiter**

Received, reviewed, analyzed and coded resumes; Entered resume and employee data into computer systems; Conducted telephone and in-person interviews; Recommended employees to management that I determined best met the position requirements; Wrote classified recruiting advertisements for inclusion into local, regional and national newspapers; Maintained open communication with personnel from client companies to better address and fulfill their employment needs

INTERESTS

Computer programming, painting, light electronics, radio and antenna science, cooking, reading, football, professional wrestling, music, travel and the paranormal