

DENISE COOPER

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CAREER OBJECTIVE

A challenging career position utilizing information technology skills, experience and knowledge with an organization offering advancement opportunities.

SUMMARY OF QUALIFICATIONS

- Extensive experience in database design, development, management and administration, utilizing effective skills in database theory including entity relationship diagramming, object-oriented programming, hierarchical and relational design, and data warehousing.
- Possess Master's degree in Forestry, with related research, teaching, publications, and management of data and related information structures.
- Computer skills with various hardware and software packages:

Software

<i>Databases:</i>	SQL Server, Oracle, MS Access, MySQL
<i>Web Design:</i>	PHP, ASP, HTML
<i>GIS:</i>	Arc-GIS
<i>Statistics and Spreadsheets:</i>	SAS, MS Excel, Quattro-Pro
<i>Word Processors:</i>	MS Word, WordPerfect

Can convert files of varying formats to make compatible with current systems, link data between various software applications, and automate standard management and analysis functions.

Hardware PC and Server Equipment, Windows and UNIX Operating Systems.

- Exceptional supervisory, personnel and management skills and experience, with increased levels of responsibility in planning, organizing and implementing computerized research projects.
- University level teaching experience, with expertise in planning and teaching computer operations and biology classes. Provided technical support and user training in formal and informal settings.
- Effective problem solving and troubleshooting skills. Able to assess situations, analyze options and successfully achieve desired results.
- Strong interpersonal communication and human relations skills, with experience developing software documentation and instructions, and technical writing in scientific research.
- Highly organized, self-motivated, detail-minded professional with efficient time management skills and ability to complete simultaneous tasks accurately in high pressure, rapid paced environments.

EDUCATION

- **M.S.**, Forestry, Colorado State University, 1988; **B.S.**, Forestry, Oregon State University, 1985
- Attended workshops for Oracle, MS SQL, Arc-GIS, SAS, object-oriented programming, and leadership training.

PROFESSIONAL EXPERIENCE

DATA MANAGEMENT

Professional Faculty: Information Management Specialist

Aug 2000 - Present

College of Forestry, Oregon State University

Corvallis, OR

Work with university, private industry, and state and federal government employees to oversee forestry research and user-support databases in support of the teaching and research mission of the College of Forestry, US Forest Service, USGS Forest and Rangeland Ecosystem Science Center, and other college-affiliated research programs.

Make decisions on strategy, design and implementation of database construction using professional expertise and education after consultation with project leaders. Decisions affect database design, methods for integration of new databases with existing databases, establishment of documentation standards and quality assurance / quality control, design of web interfaces for research access to information and choice of database-related software.

Interpret, diagnose, and implement novel and innovative solutions to information management needs and problems. Develop and administer databases and front-end programs including web with secure links to databases. Lead/guide groups in organizing and managing their data, troubleshoot hardware/software problems, generate useful project/data summaries for in-house and external use. Teach MS Access workshops.

Research Scientist: Data Manager

June 1997 - July 2000

Institute of Arctic and Alpine Research

Boulder, CO

Information manager for long-term ecological research conducted in McMurdo Dry Valleys, Antarctica. Organized large datasets in relational mode, presented on web. Designed database, resolve hardware/software problems, generated structured program for research data/metadata.

Research Associate: Data Manager

Nov 1995 – June 1997

Center for Health Policy Research

Denver, CO

Data quality manager for national health care study. Developed software to be used by home health agencies. Programmed, managed, and manipulated large database for statistical analysis. Provided training and technical support for participating agencies and in-house staff.

OTHER POSITIONS

1986-1995

Worked for private industry, university and U.S. government to assist with research projects, process relevant documents, and share results with parties of interest.

Private industry: Processed invoices for payment and prepared cash receipts. Assisted with check runs, joint interest billings and daily balancing of bank accounts.

University: Collected raw data for environmental research projects and entered, organized and performed statistical analysis of data on computer. Prepared results for publication. Was teaching assistant for SAS computer course and natural science courses. Taught college biology course.

U.S. Government: Collected statistical data for research focused toward cancer treatment and cure. Conducted ecological inventory and field research of raw materials.

AWARDS

2006 Dean's Award for Outstanding Achievement – Support Staff, Oregon State University, College of Forestry