
KENNETH R. COOK

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OBJECTIVE: To obtain computer consulting, programming, and training projects utilizing my technical expertise.

CAREER SYNOPSIS

20 years of demonstrated success in diverse corporate settings with particular strength in database creation and PC application training. Client list includes:

- Johnson and Johnson, Inc.,
Princeton, NJ
- Accel Partners, Inc.,
Palo Alto, CA
- ComputerEase, Lansdale, PA
- Exec|Comm, New York, NY
- Que Corporation, Indianapolis, IN
- Osborne/McGraw-Hill, Berkeley,
CA
- Rockey & Associates, Malvern, PA
- Jones Apparel Group, Bristol, PA

Authored two chapters about macros and Visual Basic for Applications, for the books *Special Edition Using Microsoft Excel 2000* and *Special Edition Using Microsoft Excel 2002* published by Que, Indianapolis, IN. Authored four chapters about Microsoft Access for the book *How to Do Everything with Office XP* published by Osborne/McGraw-Hill, Berkeley, CA.

SELECTED ACCOMPLISHMENTS

Corporate Training

Trained diverse clients in classroom, on-site, sales meeting, and one-on-one environments on the use of various retail and custom created software packages. Wrote training materials used during classroom instruction.

Programming & Technical Skills

Wrote Visual Basic code to build custom Microsoft Office applications. Examples of experience:

- Created Access application for venture capital firm to track security transactions. Application uses Automation to interact with Excel, Word, and Outlook programmatically.
- Created Access promotional spending application used by a Fortune 500 company to track its 70 million dollar promotional spending nationwide.
- Built Access reporting front end for SQL Server back end database.
- Created Access application used to schedule students, instructors, and classrooms for an executive training firm.
- Created Access cost database used to track departmental costs by project, employee, and product.
- Developed a Word application using VBA that constructed a form for the user to complete after selecting options from custom dialog boxes.

- Wrote VB Script code to build custom forms in Outlook.
- Created application to convert national point of sale data into separate Excel workbooks by client geographical territory and separate sheet tab by store within territory.
- Created Excel garment specification application for clothing manufacturer used to produce garments by its factories around the world.

PROFESSIONAL EXPERIENCE

Independent Contractor/Consultant, Lambertville, NJ 1990 to Present

Prince Manufacturing, Princeton, NJ 1983 to 1989

Assistant Product Manager (1988 – 1989)

Developed and tracked budgets/shipments utilizing PC software.

- Presented technical footwear and market information to U.S. and International sales force.
- Conducted product technology training seminars with dealers.
- Formulated International licensee product policy and product sourcing procedures.
- Prepared graphs of sales history and market research data.
- Assisted in development of promotional budgets and monitored budget expenditures.

Inventory Control Manager (1986 – 1987)

Improved the accuracy of a \$16,000,000 inventory.

- Analyzed inventory related procedures, recommended and implemented new procedures resulting in a 41% increase in inventory accuracy.
- Trained warehouse personnel on use of new systems and procedures.
- Directed department of three employees.

Sales Analyst (1983 - 1986)

Instructed supervisor on PC use and provided system user support.

- Wrote Lotus 1-2-3 macros to perform print functions, data compilation, file compilation and custom menus.
- Downloaded sales data from IBM System 38. Wrote Macros to organize this data for integration to existing files.

EDUCATION

Bachelor of Science in Marketing, Syracuse University, Syracuse, NY