

Cheri Freedman

907-690-1462
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EDUCATION

University of Houston, Texas. Bachelor of Business Administration – Operations Management, May 2006
Western Oregon University, Oregon. Masters of Science in Management and Information Systems, June 2017

PROFESSIONAL EXPERIENCE

06/15 – Present	Project/Database Specialist at The Research Institute at WOU	Monmouth, Oregon
12/14 – 06/15	Student Data Entry Clerk at The Research Institute at WOU	Monmouth, Oregon
07/10 – 12/14	Student at LBCC and WOU	Corvallis, Oregon
12/09 – 07/10	Library Technician (oncall) at City of Palmer Public Library	Palmer, Alaska
10/08 – 07/09	Admin Assistant/Planner at PCHS of Alaska	Soldotna, Alaska
09/06 – 05/08	Project Coord./Analyst at Dept. of Veteran Affairs (dNovus RDI)	Austin, Texas
07/06 – 09/06	Document Analyst at Marriott Information Services	Austin, Texas
01/06 – 03/06	Operations Assistant Intern at Unibraze	Houston, Texas
03/05 – 01/06	IT Project Assistant at University of Houston	Houston, Texas
08/04 – 03/05	Bookseller at Barnes & Noble University Bookstore	Houston, Texas
05/03 – 07/04	Operations Manager at Global Capacity Group	Houston, Texas
09/01 – 04/03	Document Coordinator at Methanex Methanol (Office Team)	Houston, Texas
05/00 – 06/01	Supervisor/Manager at TManage, Inc	Austin, Texas
04/99 – 05/00	Client Services Supervisor at GTE Communications Corporation	Austin, Texas
07/98 – 04/99	Client Services Analyst at GTE Communications Corporation	Austin, Texas
07/97 – 07/98	Client Services Associate at GTE Communications Corporation	Austin, Texas
01/95 – 07/97	Administrative Assistant at GTE Communications Corporation	Austin, Texas

SOFTWARE/TECHNICAL

- Database and Incident Tracking – ASTEA, FileMaker Pro, Formsite, QuickBase, Remedy, SAP
- Design Software – Adobe Acrobat CC, Adobe Acrobat Pro, Adobe Illustrator, Adobe InDesign
- Electronic Medical Records – Anasazi, Dentrix, eClinicalWorks, Medisoft, Soapware
- Library and eLearning Software – Sirsi Online, SkillPort, Unicorn Workflows GL3.01
- Microsoft Office – Access, Excel, Outlook, PowerPoint, Project, Publisher, SharePoint, Word, Visio
- Operating Systems and Miscellaneous – MAC OSX, Meridian, Novell, TLE, Windows
- Programming – R (Beginner), SQL, Visual Basic
- Website Maintenance – ASP, Dreamweaver, HTML, Joomla, PHP, SQL

PROFESSIONAL DEVELOPMENT AND CERTIFICATIONS

2012 LinnBenton County Community College - HTML I, Dreamweaver I, Excel (Advanced), PowerPoint, Word (Advanced)

2007 APICS CPIM - Basics of Supply Chain Management Certification

2007 APICS CPIM - Execution and Control of Operations Certification

2006 C.T. Bauer College of Business "Intrapreneurship" Certification

2005 University of Houston Technology Training - HTML1, HTML2, HTML3

2004 Microsoft Specialist 2000 Certification - Access, Excel, PowerPoint

2001 Certificate of Attendance - Conference for Women

1998 Microsoft Certification - Implementing & Supporting Microsoft Windows NT Workstation

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VOLUNTEER WORK

- 2001 – 2006 APICS University of Houston Student Chapter Board Member (Secretary, President)
- 2003 – 2015 Innovative Leadership Development International LLC (6 Packed Conference) Staff
- 2006 – 2013 APICS Austin Chapter Board Member (VP of Web Services)
- 2011 – 2011 Redmond, Oregon Public Library Volunteer
- 2012 – 2014 City of Corvallis, City Hall Ambassador and Volunteer
- 2012 – 2013 City of Corvallis Public Library Volunteer
- 2012 – 2014 Corvallis Indoor Park Board Member (VP of Jobs)
- 2012 – 2015 APICS Southern Willamette Valley Chapter Board Member (Secretary)
- 2015 – Present Project Management Institute Willamette Valley Corvallis Chapter (VP of Technology and 2016 Conference Team Member)

AWARDS AND SCHOLARSHIPS

- 2016 Western Oregon University Academic Excellence Showcase Participant
- 2015 Oregon Lottery Graduate Scholarship
- 2014 Western Oregon University Academic Excellence Showcase Participant
- 2006 APICS Region Six Scholarship
- 2005 The Houston Business Forum Scholarship
- 2005 APICS Houston Chapter Scholarship
- 2005 University of Houston Bookstore Employee Appreciation Award
- 2004 University of Houston Bookstore Fall Top Performance Award
- 2003 C.T. Bauer IT Bursary Scholarship Award
- 2000 Team of the Month Award at TManage, Inc. - CyberCare Project
- 2000 Team of the Month Award at TManage, Inc. - Paine Webber Project
- 1999 Outstanding Team Performance Award at GTE Communications Corporation
- 1999 Appreciation Award for Outstanding Individual Contribution at GTE Communications Corporation

PRESENTATIONS

- Dennis, C., Freedman, C. (September 2015 and September 2016). Project Management that Lets You Sleep at Night. Presented at the Center on Early Learning Fall conferences, Monmouth, Oregon.
- Freedman, C. (May 29, 2014). A Healthy Future: Inventure Foods and Jamba Juice Smoothies. Presented at the Western Oregon University Academic Excellence Showcase Graduate Programs Poster Session, Monmouth, Oregon.
- Freedman, C. (May 26, 2016). Optimization of a Reporting Process with Input from Multiple Systems. Presented at the Western Oregon University Academic Excellence Showcase Graduate Programs Poster Session, Monmouth, Oregon.