

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	IS Analyst/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
- Miscellaneous – Formsite, Zoho Suite, Meridian, Novell, TLE
- 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

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 – 2018 Project Management Institute Willamette Valley Corvallis Chapter Conference Volunteer

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

- Anonson, H., Freedman, C. (Scheduled for November 10, 2018). Where is my program data? How to Manage Your Online Presence to Support Your Business. Presented at the Oregon Child Care Business Conference, The Dalles, Oregon.
- Bleakney-Huebsch, D., Freedman, C. (April 2018). Equity First: Revising Early Learning Systems to Reduce Disparities and Increase Access. Presented at the Child Care Aware of America Symposium, District of Columbia.
- 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.

SECURITY CLEARANCE

- 2007-2008 Moderate Background Investigation completed for Department of Veteran Affairs