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## Professional Profile

A Senior Information Technology professional with 20+ years experience in managing people and teams in technological fields, technical project management, and hands on experience in networking, operating systems, servers, server applications, and CAD. Past responsibilities have included (but are not limited to):

- Managed five departments and 25 employees for a 4000 employee global corporation
- Directed Unix, Windows and Web-based application development efforts
- Managed multi-million dollar budgets
- Web site development and maintenance
- Managed service desk support
- Managed hardware and software allocation for multiple divisions and sites
- IT Policy and procedure development

Decisive leader adept at combining technical knowledge, operational requirements, business knowledge and common sense for optimal business performance in fast paced environments. Excellent people skills, outstanding motivator and team builder, creative problem solver, exceptional communicator, and a highly productive manager. Proven track record of delivering projects on time, within budget, and exceeding management's expectations. Also held office as Secretary of Axiem, Vice President, and Secretary of Board of Directors for a large, worldwide User Group.

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## Areas of Expertise

- Team development
- Budget management
- Business analysis
- Creative problem solving
- Planning, scheduling, and control
- Project management
- Networking (LAN and WAN)
- System integration and implementation
- Disaster recovery planning
- Computer Aided Design (CAD)

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## Career Progression

### **Bentley Systems**

Exton, PA  
Senior Project Manager

July, 2008 - Present

Sr. Project Manager working with Bentley's Building vertical. Responsibilities include:

- Coordinating and monitoring projects from proposal initiation through delivery.
- Defining scope, specifications, objectives, and budget within detailed work plans, obtaining user and Bentley Mgmt approvals at key benchmarks.
- Monitoring and controlling all contractual commitments to ensure work is executed in accordance with proposal specifications

### **JS Buchan Consulting, LLC**

Northville, MI  
General Manager

October, 2004 – July, 2008

Formed a consulting firm to assist small and mid-size businesses with Information Technology and business needs. Clients include firms in the engineering, medical, and food industries. Major projects include:

- Sub-contracted through Unisys as Project Manager to the State of Michigan to begin disaster recovery planning. As part of this effort, we created IAS, RTO/RPO gap analysis, risk assessment, data collection for the top 56 critical applications. We have also spec'ed and assisted in the selection of software to act as a repository for the collected data and assist in generating DR plans for each application.
- Sub-contracted through Unisys as Project Manager consolidating 37 Lansing based server rooms into the State of Michigan operated tier three and tier two hosting centers. The project included all 19 State agencies. The project has closed 29 server rooms, migrated 480 servers, and salvaged 382 servers into three hosting centers to date. This project was a recipient of a 2007 NASCIO (National Association of State Chief Information Officers) award in the infrastructure category.
- Defined and coordinated a client's requirement to move their accounting software and data from their US office to their Mexican office.

**Axiem** (formerly Rapid Design Service)  
Troy, MI  
Director, Information Technology

February, 2002 – October, 2004  
Reporting to President

Axiem was a \$50 million company made up of five engineering services divisions providing contract engineering services. Axiem was formed in 2002 when Rapid Design Service (RDS) investors spun off their engineering services divisions to a new investment group. Assumed direct responsibilities for all IT services in the US, overseeing projects and financial decisions in Mexico, and IT project planning and implementation.

- Led Business Process Analysis (BPA) that resulted in \$400,000 in annual savings on hardware, software and maintenance contracts.
- Led infrastructure migration from Windows NT 4 / Exchange 5.5 to Windows 2003 / Exchange 2003. Migration resulted in a 30% reduction in the number of servers and increased uptime.
- As Project Leader created a web based application to track software licensing. Defined and implemented the project. This development initiative allowed Axiem to put previously purchased licenses into service that were underutilized.
- As Project Leader, supervised the movement of IT services to new Axiem Corporate offices. IT execution of this relocation was accomplished on time and 20% under budget, which resulted in an annualized 30% cost reduction.
- With the Human Resources Director, developed a new Corporate Policy Manual and developed manpower and budget requirements for each division.
- Participated in planning sessions with investors, board members, and management team prior to, and after, completion of financing negotiations. Assumed additional duties as Secretary of the company in September, 2003.
- Migrated phone system from Executone system to Nortel during corporate move. Worked with telecom provider to create number pools, 800 numbers, and leveraged T1 pricing to reduce telecom costs.

**Rapid Design Service, Inc.** (Acquired CKGP)  
Troy, MI  
Director, Information Technology

July, 2000 – February, 2002  
Reporting to CFO (later reported to COO)

Rapid Design Service (RDS) was a \$300 million company with offices in seven countries. RDS was primarily a third party engineering services staffing company. At the time, responsible for 25 employees that supported five distinct business units spread across 29 locations in Canada, Mexico, and the US, and a \$6 million IT budget.

- Promoted to Director, Information Technology for RDS six months after joining the company through the acquisition of CKGP (see below). At the time, responsible for 25 employees that supported five distinct business units spread across 29 locations in Canada, Mexico, and the US, and a \$6 million IT budget.
- Defined and implemented a web based application to create and track helpdesk tickets and a separate web application to track all hardware assets.
- Through employment of a Cross Functional Team approach, successfully led the specification creation for a web based commodity management system for Rapid Design Service - Technical Staffing Business Unit.
- Managed department responsible for telecom gear and telecom invoices for 30 offices in three countries. This department was also responsible for companywide cell phones and pagers. Created corporate accounts with providers to reduce cost and pool minutes, reducing cell phone costs by 70%.
- Managed staff members responsible for 30 Cisco routers at 29 locations in three countries. Created procedures to ensure each router configuration was backed up to server.
- Analyzed the contract, business and technical requirements to remove \$1,000,000 (over 70%) from the proposed budget on one large project for the Mexican division.
- Managed a group supporting an AS400 with JD Edwards financial software.

**Cleaver Ketko Gorlitz Papa & Associates, Inc**  
Beverly Hills, MI  
Department Manager, Information Systems

August, 1983 – July, 2000

Reported to Owner

Cleaver Ketko Gorlitz Papa & Associates (CKGP) was a \$43 million company specializing in material handling systems, paint systems, and industrial engineering. The company had 33 employees in 1983 and had grown to over 350 employees when it was sold to Rapid Design Service in late 1999.

- As Project Manager, planned and led the hardware and software migration from UNIX servers/workstations to Windows NT based servers/workstations for CAD software and engineering data. Led the Cross Functional Team that defined the specification for the new application. The project was completed on time and under budget, resulting in a \$150,000 annual savings and an ROI of 18 months.
- Assigned as a Facilities Project Manger for a \$1,000,000 office expansion/renovation while managing IT issues for CKGP. Responsibilities included developing new floor plans, analyzing the business and developing new company structure with the owners, and contractor management.
- Standardized all office automation computing on PC's with a Windows NT Server backend. This resulted in higher efficiencies for secretarial and engineering staff and the ability to share data with colleagues. Standard windows setup included: computer virus detection, fonts, printers, network folders, applications, application folders.
- Established, managed, and nurtured the growth of a computer support department to be first line support for applications, operating systems, hardware questions, development of applications, and introduction of new technologies.

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## Education

**University of Phoenix** - On-line  
BS in Business Administration

August 1997  
GPA 3.5 / 4.0

Also attended classes at Oakland University, Lawrence Tech, and Schoolcraft College

**Kepner-Tregoe** - Attended Project Management Training

October, 2008

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## Other Achievements

- LEED AP Accreditation, USGBC, 2009
- Co-authored "Windows NT Server 4 Administrator's Guide", Prima Publishing (ISBN 0761507515).
- Initiated, proposed, conceptualized, and organized the first three Intergraph Graphic User Group CD-ROM's. The first of these CD's was created in 1993 and featured programs from the Internet, unsupported applications from Intergraph, third party applications, and user submitted programs, and macros.

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## Professional Associations

**Project Management Institute**  
Member

**International Intergraph Graphic User Group**  
Board of Directors – Vice President

1996 – 2000

**United States Intergraph Graphic User Group**  
Board of Directors – Secretary, Assistant Treasurer

1995 – 2000

**United States Intergraph Graphic User Group**  
Various posts from 1985 – 1996 including, Secretary of the Detroit Group, Chairman of System Operations Special Interest Group (Operating Systems), and Secretary of the Plotting Group.

1985 – 1996

**Mass-11 User Group**  
Detroit Chapter – Chairman

1988 – 1989

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## References

Available upon request