

Lori A. Wahila

2722 Robins Street Endwell, NY 13760

607-748-8072 lwahila@aol.com

PROFILE

- Experienced in working in both an academic and corporate environment
- A well presented and articulate person who works in a thorough and committed manner
- Quickly adapts to new systems and procedures and can work in a high demand environment
- Able to use own initiative and work as part of a team
- Conscientious and self-motivated
- Proven leadership skills, including managing and motivating others to achieve objectives
- An effective communicator at all levels within an organization who works efficiently when under pressure

Skills

<u>Skill Name</u>	<u>Skill Level</u>	<u>Last Used/Experience</u>
MS Office Suite – Word, Excel, PowerPoint, Access, Outlook	Expert	Currently used/15 years
MS Project – Project Management	Expert	Currently used/15 years
QuickBooks – Accounting Software	Expert	Currently used/15 years
Academic environment software	Expert	Currently used/30 years

Professional Experience

Instructor Of Computer Sciences – Part time teaching position

Broome Community College – Fall 2010 to present

Front Street Binghamton, NY 13901

CREDIT COURSES:

- Computer Science –Microsoft Software – Word, Excel, PowerPoint, Access

Lori A. Wahila, Corporate Computer Training & Consulting – January 1997 to Present

- More than a dozen years as a Sole Proprietor whose clientele is supported by 90% referral business.
- Design and implementation of custom computer software training to address unique needs and objectives for both corporate & university clients.
- Expert in:
 - MSProject – Project management techniques & software usage
 - Microsoft Office - Word, Excel, Access, PowerPoint & Outlook (all levels and versions)
 - Accounting software, QuickBooks

- Website creation, Social media sites – Facebook, Twitter
- Design, deliver and maintain custom Access databases for corporate clients.
- Work with business owners providing accounting and tax consulting.

Computer Training Manager

Created and Ran an In-house Computer Training School

Maines Paper & Food Service – January 1995 to December 1997

14 Terrace Drive

Conklin, NY 13748

- Interviewed management and worked as a liaison between the MIS (Management Information Systems) Department and all other department personnel.
- Determined specific training needs per Department.
- Designed classroom, course curriculum, and materials to suit.
- Scheduled all software classes. (Windows, Microsoft Office products, Novell products, industry specific software programs, etc.)

Instructor Of Business –Full time Division Of Business & Office Technologies

Broome Community College – Fall 1978 to Fall 1995

Front Street

Binghamton, NY 13901

As a full time instructor I was responsible for creating course materials and teaching the following courses:

CREDIT COURSES:

- Computer Science – Programming – Visual Basic, Fortran, RPG, COBOL, Pascal.
- Business Applications –Word Processing, Spreadsheets, Databases, Internet.
- Accounting I & II, Cost Accounting, Payroll Accounting
- Mathematics

NON-CREDIT COURSES

- Quickbooks, Tax Preparation, Microsoft Office, Using the Internet
- Women's Body Shaping
- Dance Instructor

EDUCATION

Binghamton University
Binghamton, NY
The Watson School of Engineering

MS System Science
16 credits to completion

Binghamton University
Binghamton, NY
The Watson School of Engineering

BS Industrial Engineering

Broome Community College
Binghamton, NY
Business Division

AAS Computer Science
AAS Accounting

REFERENCES

Chris Pappas, Broome Community College
Chair - Computer Science Department
607.778.5022

Susan Greener, Tompkins Cortland Community College
TC3.biz Corporate Education 607.844.6586

Dryden, NY

Janet M. Hertzog Director of Workforce Development Department of Continuing
Education/Entrepreneurial, Broome Community College
607.778.5203