

Naji S. Hammad
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OBJECTIVE

To acquire a full time job in Information System

EDUCATION

University of Maryland, College Park
BS in Information System Management,
GPA 4.0 in Major, and over all 3.76 GPA.

RELEVANT COURSES

420 Advanced Database Concepts, Advanced Application Software, Desktop Publishing, Human Factors in Information Systems, Information Systems in Organizations, Internet Advanced Guide, Office Automation, 386 Html for web design, 411 SQL.

COMPUTER/SPECIAL SKILLS

Languages: Basic, Cobol, HTML, JavaScript, ORACLE, Pascal, SQL
Operating Systems: DOS, UNIX, Windows 2000, Macintosh.
Applications: Corel Draw 9.0, Dream Weaver 2.01, File Maker 4.0, MS Office 2000; (Access, Excel, Power Point, Word), Photoshop 5.0, Page Maker 6.5.

JOB EXPERIENCE

December 1990 – to present
A. J. Clark School Of Engineering
1123 G. L. Martin Hall
University of Maryland, College Park, MD 20742

July 1999 – to Present

Coordinator

Monitor the health and progress of the Engineering Copy Center, while assuming all duties and responsibilities of the business manager job. Work at the Engineering Information Technology Department on maintaining the servers for 100 computers and solve desktop problems.

July 1998 – June 1999

Business Manager

Plan and develop a budget of \$300,000. Analyze areas of expenditures and revenues; identify problem areas; and recommend changes. Prepare budget amendments and maintain records of salary and FTE (full time employee) encumbrances. Perform detailed monthly reviews of copy center production and waste. Create monthly budget and reconciliation statements, and manage accounts payable and accounts receivable balances. Set up and monitor the copy center maintenance and service contracts on equipment, instruments, and facilities, specifically, collaborate with procurement on bidding towards better-priced contracts. Participate in space planning activities. Create a database for 450 employees on payroll. Create and maintain a database financial system using SQL language in MS Access to control everyday transactions. Create and maintain a copy center web page using HTML Language on the Internet to facilitate customer requests and widen the spectrum of services. Responsible for the day-to-day management of up to 8 student employees. Ensure the safe and efficient operation of all equipment used in the copy center; and operate equipment such as high-speed copiers, color copiers, high-speed digital copiers, and document binding equipment. Operate and instruct in the operation of \$350,000 worth of copying and document binding equipment. Ensure compliance with Federal copyright law.

July 1997 – June 1998

PS Press Operator, Engineering Copy Center

Manage the A. James Clark School of Engineering's Copy Center. This entails working with vendors, preparing price/cost analyses, generating monthly billing statements and ensuring copyright law compliance of all incoming jobs. Develop user rates annually assuring that all costs are reimbursed. Process academic appointments through the university ARS system. Prepare payroll and reconcile payroll reports. Coordinate payroll need with other units.

February 1994 – June 1997

Account Clerk IV

Contact vendors for procurement, maintenance of equipment, investigate new equipment, supplies financial responsibility for a budget of \$80,000, process payroll of

250 employees, control of inventory of \$1,500,000. Hire and supervise seven part time student employees.

Dec. 1990 – January 1994

Account Clerk III

Administer and account for a budget of \$1,700,00 for Minta Martin Funds, and Engineering copy center.

Oct. 1979 – Jan. 1990

Cold Store Manager

Ten years (10) cold store manager and sales manager for food products in Saudi Arabia. I was in charge of the overall operation of the S.R. 100,000,000 Cold Store. My duties were as follows:

- 1- Managing the cold store
- 2- Importing all required supplies from local and foreign food markets (Europe, South America, and Far East)
- 3- Responsible for selling the cold store food products to the local markets in the Golf area and for collecting the revenues.
- 4- Responsible for the accuracy of the store operations, controlling the accounts and supervising forty employees. Preparing the daily reports on accomplished works, time and attendance forms for salary payments, and assigning specific duties and responsibilities of each employee.

AWARDS

November 2001, Outstanding Service Award for Staff in the James Clark School of Engineering.

May 1997, Exceptional Performance Awards for Non-Exempt Staff in the A. James Clark School of Engineering.

1996 – present, UMUC Dean List for High Achievement.