

Brandon Drake

Objective To obtain a rewarding and challenging position that will allow me to further my technical and communication skills.

Work **Analyst/Programmer**

Experience

ARINC Inc.

April 2010 – May 2010

- Received contract work through Ajilon Staffing to create an in depth HR database reporting application for the company named ARINC. <http://www.arinc.com/>
- The purpose of the Access 2007 database application was to generate work force planning reports. It allowed the Vice President, Staff Vice President, Directors, HR Managers, and Lead Recruiters to identify staffing needs for the future.
- Reports showed such information as historical turnover rate, anticipated growth rate, internal transfer rate, high probability of retirement rate, and estimated head count for the following year.
- Initiated meetings with the HR Western Regional Manager and HR representatives to gather and understand the requirements for the HR Workforce Intelligence Database.
- Planned and designed the database tables to ensure that all the business requirements were taken into consideration.
- Wrote extensive VBA and SQL code to create user friendly reporting forms with search filters.
- Designed from scratch the workforce plan report, succession plan report, and the snapshot report grouped by company, business unit, division, and department.
- Continual quality assurance was implemented by leading user testing meetings. This is where I presented the application to users and they would give me their feedback on the forms and the reports.
- Created an excel spreadsheet to show how formulas were being calculated. The HR associates were then able to review the spreadsheet to ensure I was programming them properly in the database application.
- Continued to stay in close contact with the HR Western Regional Manager and HR associates to ensure that I was on schedule in meeting project deadlines.
- Created in depth documentation detailing the database tables within the application and wrote up a user manual on how to use the HR Workforce Intelligence Database.

Technical Consultant

Drakenology Inc.

March 2009 - Present

- Established own business named Drakenology Inc. Purpose of establishing business was to demonstrate my database design, programming, and communication skills in future projects for my business.
- Created an e-commerce application for a client named The Old Fashioned Kettle Korn Co.
- URL is <http://www.kettlekornbiz.com>
- Researched a payment gateway and a shopping cart application and then made recommendations to the client. Client is using Link Point as the payment gateway and Cart Manager as the shopping cart.
- Implemented shopping cart functionality so users can add products to their shopping cart. Final totals are calculated based on product weights and user's zip code.
- Perform database application consulting for an electric utility company named Southern California Edison.
- Utilized SQL and VBA to make upgrades to a field observation Access database application.
- Created a reporting form with various search filters that created dynamic data and graphical reports.
- The field observation database will be used by employees to ensure they are in compliance with current safety standards.
- Created a certification tracking application using SQL and VBA for the company named Southern

California Minority Business Development Council Inc.

- Certification application was used by the certification team to track from beginning to end the status of a company's progress in becoming a minority certified business.
- Data entry forms, update data forms, and automated reports were implemented so that the certification team could properly track a company's progress to become minority certified.
- Constant programming updates being made to the application as users will make requests on an as needed basis.
- List of some sample work can be found at <http://drakenology.com/SampleWork.aspx>

Technical Specialist/Scientist

Southern California Edison

May 2006 – March 2009

- Created a user-friendly Assessment System to keep track of OSHA compliant safety and environmental information within 62 work facilities.
- Coded a 206 page Assessment System through constant communication with the subject matter specialists.
- Used the Assessment System to save data and generate reports for the main goal of ensuring that Edison was conforming to OSHA environmental and safety standards.
- Gathered business requirements from subject matter specialists in order to translate the Oil Spill System upgrades to the IT project manager.
- Wrote up detailed documentation outlining the Oil Spill System requirements so that the IT group could successfully complete upgrades to the web application.
- Created an Audit System to track facility observations completed by the corporate safety environmental specialists.
- Built a Field Observation System so that safety specialists and managers can track and identify issues in safety at various Edison facilities.
- Analyzed the manually created Excel Injury Detail Report for the purpose of implementing an automated Injury Detail reporting system using an Access database application.
- Automated the Injury Detail Report through programming in VBA and SQL. Cut reporting time for the Injury Detail Report by more than half.
- Built a reporting system that ensured that the safety environmental specialists met their monthly assessment goals each month.
- Redesigned and updated web site content from the old web server and migrated the new content to a new web portal created by Edison.
- Learned how to use the new web portal content editing tool in order to efficiently manage and migrate content to our new department website.

Teaching Instructor

Fairmont Private Schools

August 2005 – May 2006

- Taught 6th through 12th grade application tools such as MS Access, Macromedia Dreamweaver, and Fireworks.
- Instructed students in the fundamentals of creating web pages utilizing HTML.
- Showed students how to create professional oral presentations using technology as a supporting tool.
- Assigned research projects to help students strengthen their research skills using the internet.
- Created the high school news web site for the Journalism club using Macromedia Dreamweaver and Fireworks.

Teaching Instructor

Our Lady of Fatima School Artesia

March 2005 – June 2005

- Taught 2nd through 8th grade students the basics of computers using the Windows operating system.
- Instructed students on how to create basic web pages and perform basic image editing.
- Showed students how to research online in order successfully pass their Internet research projects.

- Created a user-friendly web site for the school using Macromedia Fireworks, Dreamweaver, and the scripting language ASP.
- Created personal grading system, in the scripting language ASP, to keep track of student grades.

Business Analyst

Southern California Edison

November 2003 – February 2005

- Created a customized invoice system using VBA to keep track of the payment status of all invoices within the IT Department.
- Built customized reports in MS Access and Excel based on input from managers and peers.
- Upgraded an existing IT acquisition system to promote user-friendliness and to create dynamic reports.
- Programmed a detailed product maintenance system in VBA and SQL. The product maintenance system kept track of license and maintenance information for software and hardware in the IT department.

Business Analyst

Southern California Edison

June 2003 – Nov. 2003

- Upgraded the IMM MS Access Database using SQL and VBA to keep track of TSD Fleet information.
- Created MS Access customized reports based on input from Client Service Managers.
- Identified errors in the MS Access database application by interacting with the users.
- Fixed the errors in the application through the use of VBA and SQL code.
- Added new features to the MS Access application using VBA to make the application user-friendly.
- Developed a rental tracking system in MS Access using extensive VBA code.
- Imported existing rental data from MS Excel into an MS Access database in order to design a normalized database that was better suited in keeping track of rental information.

Application Developer

Marcus & Millichap Real Estate

April 2002 – January 2003

- Developed an online tracking system to record the work of real estate agents at the Ontario office.
- Generated reports for the manager to view the work status of any of the real estate agents at any time.
- Gathered business rules through constant communication with the end users.
- Created the application using ASP and SQL.
- Implemented continual quality assurance to make sure the application ran properly. Researched and upgraded the tracking system to make it SQL Server ready.

Instructional Technology Assistant,

California Polytechnic University Computing Center

May 2000 – December 2002

- Taught professors one on one how to create web pages to facilitate student learning.
- Instructed professors in creating effective online courses using an online application, WebCT.
- Wrote a **58 page Student WebCT Manual that was published** by Cal Poly Pomona University, which instructed students how to use the online application, WebCT.

Extra Curricular Activities

Network Marketing Class

January 2010 - Present

- Taking network marketing class to learn how to market effectively online.
- Create a web site that promotes a real product and then utilize real life marketing concepts to leverage the power of the internet.
- Learn how to use pay per click to bring traffic to web site.

- Implement personal branding and attraction marketing by providing valuable content to help solve people's business problems.
- Create how to videos and company review videos to help people learn technical topics, learn about network marketing opportunities, and learn marketing concepts.
- Videos can be found at <http://www.viddler.com/explore/honestwealthbuilder/> and written articles can be found at <http://www.honestwealthbuilder.com/articles/>
- Wrote company review articles to article submission web sites such as Ezines. [http://ezinearticles.com/?expert_bio=Brandon R. Drake](http://ezinearticles.com/?expert_bio=Brandon_R._Drake)

CS 140: C#.NET PROGRAMMING,

Orange Coast College

January 2007 - May 2007

- Learned C# through in class lectures and online video and tutorials.
- Finished 10 coding projects, 24 homework assignments, 1 extra credit coding project, and 2 exams in order to grasp the fundamentals of C#.
- Received an A Grade (96%) for my efforts in CS 140 course.
- Created a CS 140 Portfolio documenting all the work done during the semester.

CIS 224: ASP.NET PROGRAMMING,

Orange Coast College

August 2007 - December 2007

- Took a semester long course in ASP.NET using C#.
- Participated in 4 hour class sessions for 16 weeks.
- Worked on individual and group projects to further develop a strong foundation using ASP.NET.

**SQL Server 2005 Administration Hands On Training Course,
Hands on Technology Transfer, Inc.**

February 2007 - February 2007

- Took a 5 day hands on training course to learn how to administer and implement SQL Server 2005 databases.

Skills

Programming Languages

- | | | |
|--------------------|---------|--------------------|
| • Visual Basic 6.0 | • C# | • ASP.NET 2.0 |
| • ASP 3.0 | • SQL | • Visual Basic.NET |
| • Java Script | • T-SQL | • Access VBA |

Application Software Development Tools

- | | | |
|-----------------------|-------------------------|---------------------------|
| • MS Access | • MS Visual Studio 2005 | • Fireworks 8 |
| • Dreamweaver CS4 | • MS Excel | • MS Word |
| • MS POWERPOINT | • SQL Server 2005 | • SQL Server 2005 Express |
| • Crystal Reports.NET | • Homesite 5.0 | • Erwin 3.5.2 |
| • IIS 5.0 | • Visio 2000 | • Page Breeze |

References

- Jenny Pena, Sr. Manager Western Region Human Resources, ARINC Inc., 310-343-3563
- Carol Barrientos, HR Associate, ARINC Inc., 310-726-1679
- Alex Morris, Business Analyst, Southern California Edison, 909-548-7013
- Christian Ramos, Director of IT, Southern California Minority Business Development Council Inc, 213-689-6967
- Virginia Gomez, Vice President, Southern California Minority Business Development Council Inc, 213-689-6965
- Lisa Bloch, Business Analyst, Southern California Edison, 714-285-4311
- Larry Martin, Owner of Old Fashioned Kettle Korn Co., 818-726-3812
- Lena Marquez, 1st VP Quantitative Analysis, Countrywide, 626-698-8081
- Alex Baro, Project Manager, Southern California Edison, 626-695-0292
- Michael Flum, Computer Science Department Chair, Fairmont Private School, 714-396-6411
- Michael Chaney, Journalism Advisor / English Teacher, Fairmont Private School, 949-355-2521
- Kathleen Myers, Principal, Our Lady of Fatima School, 562-865-1621
- Chris McElrath, Business Analyst, Southern California Edison, 626-302-7258
- Mike Hence, Supervisor, Southern California Edison, 626-302-8519
- Craig Wilson, Mgr-Program/Contract, Southern California Edison, 626-302-6388
- Trish Smith, Mgr-Program/Contract, Southern California Edison, 626-302-4101
- Terino McMullen, Manager, Southern California Edison, 626-302-7863
- Beverly Nielson, Business Analyst, Southern California Edison, 626-302-7342
- David Lui, Manager, Southern California Edison, 909-469-0253
- Ben Badal, Business Analyst, Southern California Edison, 909-469-0277
- Stephan Watkins, President of Futura Digital Media Group, 626-255-4741
- Kevin Assef, Manager, Marcus & Millichap Real Estate, 909-605-1800

Education

California State Polytechnic University, Pomona

- Bachelor Of Science in Business Administration
 - **Concentration:** Computer Information Systems
 - **Graduated:** March 2003

My Online Resources

- http://www.linkedin.com/profile?viewProfile=&key=48629598&trk=tab_pro
- <http://www.drakenology.com/SampleWork.aspx>
- <http://www.drakenology.com/Documentation.aspx>