

**Paul M Bennett**  
3331 C View Rd  
Durham, NC 27713  
Home 919-544-6819 Cell 919-806-6638  
paul@paulmarkbennett.com

## **OBJECTIVE**

Obtain a position where I can maximize my management skills, Computer/Technology Skills, program development, and also will enable me to use my strong organizational skills, educational background, and ability to work well with people.

## **EXPERIENCE**

**Oasis Management System, Inc. Morrisville, NC**  
**IT Training and Support Manager (Project Manager)**  
**System Admin for Windows Corporate Network ,**

**Feb 2012 -- Present**

- Serve as main point of contact on all Customer-related matters / Project Manager
- Identifies and provides standards for gathering information for use in trend analysis and reports.
- Applications: Microsoft Office Suite (2007) - Lockdown - OSSI Jms Sungaurd
- Handled Accounts for 31 Jails located in NC,SC,FI.
- Managed inmate Welfare funds for 31 Jails totaling over 4 Million in sales and deposits.
- Windows System Admin for Corporate Network on 2012 R2 Server with 5 global Locations all connected thru Sonic Wall VPN.
- Operating Systems: Windows7,Windows,2000,xp,vista and familiarity with Linux, Unix, and Apple .
- Applications: Microsoft Office Suite (2007,2010,2012) - Excel, Word, Access, Outlook, PowerPoint.
- Java script, php, and SQL Database Bat files and windows scripting.
- ADOBE CS-5 Master Collection knowledge

**Critter Control of The Triangle, Durham NC**

**Office Manager**

**Feb 2011 -- Feb 2012**

- Served as main point of contact on all Customer-related matters
- Identifies and provides standards for gathering information for use in trend analysis and reports information to company owners.
- Applications: Microsoft Office Suite (2007) - QuickBooks Enterprise edition 2012. - SCEO
- Handled Accounts receivables and generated monthly sales reports for tech's.

**Web Designs Geek, Durham, NC**

**Computer/Information Systems Manager,**

**Jan 2007 -- Jan 2011**

- Initiates and implements improvements in all areas of IT responsibility.
- Serve as main point of contact on all IT-related matters.
- Responds/acts on upper-management direction.
- Identifies and provides standards for gathering information for use in trend analysis and reports information to company management.
- Grew new sales 100% in 120 days and sustained 20% annual sales growth for three consecutive years.
- Operating Systems: Windows7,Windows,2000,xp,vista and familiarity with Linux, Unix, and Apple .
- Applications: Microsoft Office Suite (97, 2000) - Excel, Word, Access, Outlook, PowerPoint.
- Web Design: HTML ,CSS, Design Sense , java script, php, and SQL Database.

**A-1 Service Company, Raleigh, NC**

**Operations Manager,**

**March 2002 - January 2007**

- Responsible for facilitating on-site daily planning to provide economic operations and coordinate customer service needs.
- Ensured that all service requests were handled efficiently and that customer's needs and concerns were met.
- Managed on-site staff of over 88 personnel, including training new employees in Facility specifications and contract requirements for multiple accounts.

**EDUCATION**

**North Carolina Central University, Durham NC**

**B.B.A., Business Administration**

**December 2010**

**AFFILIATIONS: NATIONAL**

Black Data Processing Associates, INC.

North Carolina Jail Association