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San Francisco, CA

## ROB BUDINGER

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[www.optionforge.com](http://www.optionforge.com)

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### Operations and Process Consultant

April 2003 to Present

San Francisco, CA

- Helping individuals and teams identify their goals and achieve them, using skills and tools they already have.
- Employing the programmable features of the Microsoft Office Suite to automate recurring tasks.
- Resolving client challenges through the application of information management, programming and design skills, including:
  - Excel
    - Consolidation and refinement of data from diverse sources into uniform, user-friendly sets
    - Automation of report generation and complex recurring tasks so they can be completed in minutes
    - Development of analysis and reporting tools
  - Access
    - Development of information management systems to support small scale or enterprise-wide user requirements
    - Consolidation, cleaning, and de-duping of large collections of data for use in analysis and reporting
  - PowerPoint
    - Composition of presentations
    - Automation of individual slide elements or entire presentations
  - Word
    - Merging of Excel or Access data into Word documents, including use of if/then statements so appropriate and different salutations and text elements are used for people and organizations
    - Creation of conditional macros that run through a string of documents performing formatting or text adjustments based upon page content
  - Visual Basic for Applications (VBA)
    - Automation of recurring tasks and implementation of mechanisms that can perform hours of manual work in minutes
    - Customization of Microsoft Office Suite applications so users can work more effectively
  - Salesforce
    - User interface modification and enhancement
    - Data migration into and out of Salesforce
    - Data refinement, de-duping, consolidation, reassignment and reformatting
  - Photoshop, InDesign, Dreamweaver, Acrobat Professional, CorelDraw
    - Develop promotional print materials and html email pieces
    - Web design and development employing HTML, MySQL, PHP, JavaScript, concrete5 and Drupal to create interactive public facing sites and in-house Web-based tools
  - Training and Documentation Development

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### California State Automobile Association

December 2001 to May 2002

San Francisco, CA – Project Manager, Requirements Analyst, and Developer

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### SBC Internet Service

January 1999 to October 2000

San Francisco, CA – Project Manager

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### Dolby Laboratories Licensing Corporation

July 1996 to November 1998

San Francisco, CA – Licensed Documents and Systems Coordinator

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#### Education

Antioch University  
San Francisco, CA  
B.A., Psychology (1990)

#### Software

Excel, Access, PowerPoint, Word, Visual Basic for Applications,  
Salesforce, Photoshop, InDesign, Dreamweaver,  
Acrobat Professional, CorelDraw

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