

Cynthia Shelamer

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Professional Summary

Professional, independent, capable project manager, administrator, and team member experienced in business software system analysis and database application design. Preferred areas of responsibility include technical and business writing, business communications, data management, user support. Experienced in creating systems, devising solutions, collaborating with leadership and stakeholders, assisting and teaching users.

Primary Skills:

Project Management
System Analysis
User Support

Business Communications
Software Development
Data Retrieval & Analysis

Technical Writing
Database Design
Personnel Management

Professional Experience

Trinity United Methodist Church, Gainesville, FL

Executive Assistant to the Pastors, January 2021 – Present

Provided administrative support to the senior pastors and all staff members including supervising, training, and assisting staff and volunteers. Contact person and liaison between leadership, staff, laity, and community for a large, dynamic, and changing church organization. Technical support and advisor to pastors regarding computers and applications. Staff support for application utilization and data management. Coordination of pastoral and staff events such as funerals, meetings, interviews, appointments, and ministry events.

Key Accomplishments

Entered the role of assisting senior and associate pastors during and following the pandemic shutdown. This time of transition has involved vacancy of key support and lead positions. Moved quickly into various roles as staffing has continued to transition, gaining and providing organizational knowledge, trust, and team leadership. Acted of behalf of both senior pastors during recent extended absence.

University of Florida Information Technology and Student Affairs Information Technology, Gainesville, FL

IT Analyst III/Application Development Project Manager, November 2018 – January 2021

Developed comprehensive application specifications based on stakeholder needs, conveyed specifications to software developers throughout the development cycle. Managed project planning and implementation and provided in-depth development support. Utilized communication skills to enhance collaboration among UF development teams as well as staff in all departments of Housing and Student Affairs.

Key Accomplishments

Assisted and provided continuity during divisional reorganization required to transition the department of Housing IT into the department of Student Affairs Information Technology. This reorganization included interim management of a small team within the application development group, then to the position of Project Manager.

University of Florida, Department of Housing, Gainesville, FL

Application Developer Analyst I, April 2016 – November 2018

Business analysis to develop complex, web-based applications utilizing Oracle APEX to upgrade the Department of Housing and Residence Education's legacy system (IBM AS400). Implemented decommissioning of primary legacy system, supported and maintained application functionality. Responsible for creating specifications on behalf of stakeholders and for communication between stakeholders, developers, leadership and UF entities.

Key Accomplishments

Primary individual responsible for legacy system through final phases of migration to an Oracle-based application. Liaison between application development teams, providing specifications and analysis through completion of this transition.

IT Specialist, May 2011 – April 2016

Maintained and revised Department of Housing IBM AS400 system and software applications. Responsible for critical data components of student and housing information for occupancy, finance, and data transmission. Duties included software development, testing, support, data retrieval, system maintenance, problem analysis, and role of Departmental Security Administrator. Developed and provided user training via written and oral communications as well as classroom presentations.

Key Accomplishments

- *Responsible for development of reports using Oracle Business Intelligence and data warehouse development tools.*
- *Developed and presented internal conference training session on a self-service reporting feature.*

Computer Programmer, May 2006 – October 2007

Maintained and revised COBOL and OS400 programs pertaining to the Department of Housing's Residence Hall software systems.

Computer Systems Coordinator, September 1990 – October 1992

Managed a small development team in creation and maintenance of all software, hardware, and networking aspects of the Housing Department. Responsibilities included coordinating interdepartmental interests between IT and Housing electricians, maintenance, financial operations, leadership, and other campus divisions. Performed budgeting, reporting, and all personnel-related duties for the IT department.

Key Accomplishments

Research, analysis, and fulfillment of competitive bidding process for the procurement of a third-party disk storage upgrade for Housing's IBM AS400.

Computer Programmer/Analyst, August 1985 – September 1990

Maintained and revised systems for all software applications. Duties included software development, testing, user support, data retrieval, routine system maintenance, and problem analysis.

Key Accomplishments

Participant and leader implementing Housing's online Residence Hall System. This project entailed migrating the Housing IT system from the campus data center mainframe to an IBM AS400. The system was implemented in 1989-1991 and remained in primary use until 2015.

Technical

Languages: SQL, HTML, COBOL

Platforms: Windows, OS X, IBM AS400

Tools: Google Workspace, Microsoft 365, Oracle SQL Developer, Protoshare, Asana

Education

Bachelor of Science, Computer and Information Science, August 1985, University of Florida, Warrington College of Business Administration

Associate of Arts, Business Administration, August 1983, Santa Fe Community College

Interests

Web Applications Developer Program, Santa Fe College ed2go.com/sfcollege, 2022-2023

Trinity United Methodist Worship Band, Gainesville, FL, June 2017 – Present

Technical Committee chairperson and webmaster, Buchholz High School Band Boosters, Gainesville, FL, January 2010 – November 2012

Implemented online retail store utilizing ShopSite and HTML coding to manage purchasing of band supplies by students and families. Assistance to assess, acquire, and implement an application to automate the management of student data, financial accounting, teacher database, and volunteer functions (buchholzband.com).

Creating Web Pages and **Creating Web Pages II**, Online course completion, Santa Fe Community College, 2010

Article publication, "COBOL/400 Without CICS", News 3X/400, January 1991.