

# Byron Polk

---

**Objective** Seeking a position where I may continue to utilize my ever expanding computer knowledge of software usage for database application development, office process automation and integration using the Microsoft Office Suite, including Excel, MS Word, and MS Access, along with using SQL, VBA, Forms, Reports and the Access Security Model. I also want to continue to use my experience with using DB2, SQL Server and other RDBMS as a backend for client/server type application using MS Access. I would also like to continue to use and expand my experience with Crystal Reports, AutoCAD and Visual Basic.net programming abilities.

<b>Skills</b>	Microsoft Access (full life-cycle development)	10+ years
	Database Design and Development	10+ years
	Microsoft Word	10+ years
	Microsoft Excel	10+ years
	Microsoft Office Suite Development and Automation	10+ years
	AutoCAD	10+ years
	Crystal Reports, version 5.0	8 years
	VBA	8 years
	Visual Basic, Version 5.0, VB.net	2 years

**Experience** April, 2007 to July 08  
MS Access Developer

- ✍ Worked on developing multiple database applications to assist in the management, rendering and payment of Advelorum taxes for a major oil production company. The development of these applications is unique in the sense that there are multiple states involved, along with multiple owners and multiple properties in multiple jurisdictions. The databases are required to track the rendered values and tax amounts paid on each property to each jurisdiction for each owner. The development of these applications is now complete. (This project started out as a part time project and after January 2008 became a full time position.

August, 2007 to January 2008  
MS Access Developer

- ✍ Worked on a contract assignment with Dobson Communications. This Oklahoma City, OK Company was a major wireless telephone phone service provider. I successfully completed the development of two database applications that are to be used in validating various charges for both "incollect" and "outcollect" charges for air time. These applications involved the importing of vast amounts data from multiple sources, processing this data, allowing user interfaces for manipulation of and modifications to the data.

February, 2007 to August, 2007  
MS Access Developer

- ✍ Worked on a contract assignment with Verizon. This Dallas based company is a major telephone service phone provider. I worked on a project to convert existing database applications to Access 2003. Upgrades and additional functionality was also added to these applications. One new database application was developed.

This application was to be used to evaluate store sales and provide pay incentives to sales employees.

June, 2006 to November, 2006

MS Access Developer

- ✍ Worked on a contract assignment for Ryan and Co. This Dallas based company is a major tax consulting firm. This project involved redesigning existing database applications as well as the development of new applications. These applications were designed to help the company manage internal audits, manage internal training of tax consultants and manage bonus allocations. All of these applications involved accessing data stored in SQL server along with the design of the user interface.

September, 2005 to May, 2006

MS Access Developer

- ✍ Worked on a contract assignment for Hagggar Clothing Co. of Dallas. The project included the automating of existing data extraction and report processes as well as the development of new, automated process for Accounts Receivable Forecasting, Monthly Ending Balance Information for Accounting. Also performed data extraction and manipulation on demand from multiple data sources, including SQL Server, Oracle, and other ODBC data sources.

August, 2004 to September, 2005

Instructor – Tyler Junior College Continuing Education, West Campus

- ✍ Instructor for Windows XP and all levels of the Microsoft Office Suite 2003, including Word, Excel, Access and PowerPoint in the Continuing Education Division of the College. (These are primarily evening classes.)

February to March, 2005

MS Access Developer

- ✍ Worked on a repeat contract assignment for Unitrin Insurance Company of Dallas. The project included the development of an Access 2002 database, including table structures and overall database design, along with designing and creating a new user interface through the use of new data entry forms. I also developed very complex reports using a combination of forms for the user to select the criteria for the report and using SQL and VBA to produce the desired results. The project was completed on schedule within two to three weeks.

December, 2004 to January, 2005

Carreker Corporation, Dallas

MS Access Developer

- ✍ Worked on a contract assignment for Carreker Corporation in Dallas. This project included revising and modifying an existing Access 2002 database application. The modification were primarily related to the GUI.

August, 2004 to October, 2004

Unitrin Insurance Company of Dallas

MS Access Developer

- ✍ Worked on a contract assignment for Unitrin Insurance Company of Dallas. The project included revising and upgrading an existing Access 2002 database structure, along with designing and creating a new user interface through the use of new data entry forms. I also developed very complex reports using a combination of forms for the user to select the criteria for the report and using SQL and VBA to produce the desired results. The project was completed on time and met or exceeded customer expectations.

July, 2001 to June, 2003

Fort Worth Technologies, Inc.

MS Access Developer

- ✍ Worked on a contract assignment from Ft. Worth Technologies with the Burlington Northern Santa Fe Railroad. Managed the development of projects which included maintenance and expansion of existing MS Access applications and the development of new applications to support the activities of the railroad. All applications were required to be accessible through the Windows interface.
- ✍ Improved the performance of an existing database by utilizing the "client/server" methods for development in Access. This application also required extensive use of complex forms for acquisition of data which required the use of VBA and SQL. Reports were developed to deliver information from the database in printed format as well as exporting data to Excel format for delivery to others via an automated email process. The Access Security model was successfully used with this application, validating user login and requiring user name and passwords. While the original database application was developed using an Access front-end linked to another Access database for the back-end, near the end of the contract, the back-end database was designed in DB2. The front-end application was then modified to read and write the data to the new DB2 back-end using an ODBC connection.
- ✍ Managed and worked on the creation applications and functions that integrated software programs from the MS Office Suite to eliminate redundant activities by employees. These included connections to ODBC and other data for information, along with the monitoring, sending, receiving and processing of emails.

1997-2001

AppliTech

Seagoville, TX

Project Manager and MS Access Developer

- ✍ Project Manager for a firm which provides Application Specific Database development using Microsoft® Access 97 and the Microsoft® Office Developers Addition for multiple clients. Extensive integration development using MS Office, Excel, Crystal Reports and Visual Basic.
- ✍ Managed and participated in the development of an MS Access database and application front-end for Nortel. The database was then used for delivering information over the Internet. The application front-end was used as a data entry and management program for the data that was being accessed by managers from across the country via the Internet. It was also used as the prototype for the web site and ASP pages.
- ✍ Managed and participated in the development of an MS Access database for tracking the rollout of a new POS system by Southland Corporation. This application was used by the "War Room" for tracking and reporting on the installation of these POS systems in many of their stores all over the United States. It was also used for troubleshooting various problems and facilitating the resolution of these problems.
- ✍ Worked on a project for KPMG that included an MS Access database for GTE.
- ✍ Managed and participated in the development of an MS Access database and an application front-end for a manufacturing company in Lake Charles, LA for tracking and automatic assignment of new model and serial number for products that are produced in various facilities scattered over the state of Texas. This was a network application with modules that can be used in the remote facilities to collect data about the units as they are sold and that data can then be transferred to their main office via e-mail.
- ✍ Managed and participated in the development of an MS Access database and application front-end for a mortgage banker that is being used to provide a method for reviewing and updating selected data from an existing Windows application before preparing this data for export to a DOS application which is required by government regulations. This was a significant application, in that it required a manipulation of data both on the receiving and delivery end of the

