

Philip I. Fields

Waddell Software Development
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Summary of Qualifications

Over twenty years experience in business development, financial, administrative services for small to medium sized companies.

Education

University of Delaware	Newark, DE	1967-1970
B. S. Business Administration, 1970		

Salisbury State College	Salisbury, MD	1980-1983
Enrolled in MBA Professional Program, 1982-83		
Undergraduate Accounting, 1980-82		

Summary of professional experience

Waddell Software Development	Carrboro, NC	1999-present
Documentation specialist		
Create web sites and user manuals		

Triangle Laboratories	Durham, NC	1988-1999
Vice president Marketing, Client Services Representative		
Managed marketing program. Provided technical assistance.		

UNC-School of Medicine	Chapel Hill, NC	1988-1988
Computer Systems Coordinator, Medical Faculty Practice Plan		
Responsible for medical claims database for HMO-Services		

Systems Craft	Durham, NC	1987-1988
Director, Management Information Services		
Responsible for accounting, AutoCAD and marketing information at manufacturing company.		

ComputerLand	Durham, NC	1983-1987
Senior Account Manager		
Responsible for development of corporate accounts		

Peninsula General Medical Center	Salisbury, MD	1979-1983
Rate/Budget Analyst		
Maintained financial records for cost reporting in 383-bed hospital		

Personal

Enjoys open water swimming and travel
Lay Leader at Orange United Methodist Church

Professional experience relevant as Xellex class instructor

Waddell Software Development Carrboro, NC 1999-present
Spring of 2000 contracted by QualiNET to tutor manager in local city government in Microsoft Office programs. After initial interview, developed specific lesson plans. As training progressed, I created customized user manual to reinforce information covered in each session. Each lesson was one or two hours as scheduled by the client. Sessions took place at his place of business, using his personal computer system so as to minimize disruption of normal daily activities.

Triangle Laboratories Durham, NC 1988-1999
Traveled frequently throughout North America as V.P. of Marketing and worked closely with clients as Customer Services Manager. Our services were technical in nature and required a thorough understanding of analytical chemistry and environmental concepts. Worked extensively with laboratory information management system developed in-house.

UNC-School of Medicine Chapel Hill, NC 1988-1988
Took position on an interim basis. Was specifically hired because of a thorough understanding of cost accounting and Lotus 123 macros. Maintained a cost utilization spread sheet for the Director of the University's Faculty Physician Practice Plan.

Systems Craft Durham, NC 1987-1988
Supported application software including general accounting package and AutoCAD for an industrial manufacturing company.

ComputerLand Durham, NC 1983-1987
After conducting a needs assessment, I sold and supported various manufacturers' hardware and software systems to commercial accounts. Often required hands-on support, including on-site installation and training.

Application Software experience

Microsoft programs

Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Outlook
Microsoft Access, Microsoft FrontPage, Microsoft Publisher, Microsoft PhotoDraw

Adobe programs

Adobe PageMill, Adobe Photoshop, Adobe Acrobat, Adobe GoLive

Miscellaneous experiences

Currently designing and maintaining websites, writing user manuals, electronic Help files and validation programs to support custom programs.