

Penny Haynes Resume

Penny Haynes
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Canton, GA 30114
770-655-0182
penny@1stpod.com

Skills:

- ☐ MS Office Suite (Access, Word, Excel, PowerPoint, Outlook, Publisher). *See Skills Testing Results at <http://PennyHaynes.com/SkillsTestResults.pdf>.*
- ☐ PHP / MySQL
- ☐ ASP / SQL
- ☐ HTML, CSS, XML, Javascript
- ☐ VB6, VBA, VBscript
- ☐ Wordpress installation and customization, including WPMU, BuddyPress
- ☐ Audio/Video Production
- ☐ SEO
- ☐ RSS Creation and Syndication
- ☐ Social Media & Social Networking Sites

Employment Experience

- ☐ **Encouraging Enterprises, Inc., Canton, GA** - Provide training, services and software design for audio/video production, web sites and social media. Create curriculum, lead online and in person seminars, produce info-products, install/design/customize web sites. Specialize in podcasting and RSS marketing. 2004 to present (self-employed). Clients have included **Lifetime Television for Women** and **Standard & Poor's Vista Research**.
- ☐ **TD Global Group, Alpharetta GA** - Designed and programmed the ISO 9001-based T&D Remarketed Services Refurbishment Processing system (with Terry Waldrop) and the T&D Machine Handling Operations System. Designed the TD Global Group intranet (ASP), Blog site and produced the TD Global Podcasts. Experience in Contract Administration and Inventory Control. ISO Auditor since 2004. 2002 –2006
- ☐ **Heidelberg USA, Remarketed Equipment, Kennesaw, GA** - Created and maintained databases for the Remarketed Equipment Department (VBA, Access). Helped process repossessions and returns into inventory. Oversee Service Provider work. 1999 - 2002
- ☐ **World Harvest Church, Ball Ground, GA** - Oversee the Media Ministry, including directing, editing and producing a television program. Oversee camera and sound teams, prayer teams and telephone ministry teams. Developed Media Ministry Database system (Access, VBA) 1997 - 1999
- ☐ **Heidelberg USA, South Region & Used Equipment Department, Kennesaw, GA** - Started out as a Sales Assistant and Contract Administrator in the South Region Sales Office. Promoted to Used Equipment Coordinator and Database Administrator. Designed Heidelberg's South Region Sales Order Database (Access, VBA), Used Equipment Inventory and Operations Program, & Remarketed Equipment Manager Database, as well as their Service Provider Program. 1994 - 1997

High School Education or GED:

- ☐ North Springs High School, Sandy Springs, GA

Post-High School Educational Institutions:

- ☐ **Furman University, Greenville, SC, Bachelor of Arts with Major in Religion**

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References

- **Robert McAlister**, Heidelberg South Region Regional Operations Manager - Retired
TD Global Group Director of Marketing and Administration – Retired
770-403-1104 bobm7@tds.net
- **June Daywalt**, Heidelberg USA Remarketed Equipment, Operations Manager - Retired
770-973-7116 daywaltja@hotmail.com
- **Lori Martucciello**, Heidelberg USA Remarketed Equipment Coordinator - retired
404-630-2622 lorilyric@gmail.com
- **Terry Waldrop**, TD Global Group Vice President of Refurbishment
404-509-1633 terry@globaloffset.com

Sites and Software created by Penny Haynes:

- <http://RSSzine.com> - my software service that creates PDFs from RSS feeds.
- <http://CommercialCreationCenter.com> – my multimedia creation and editing software. I designed and programmed both the software and the web site.
- <http://OnlineCommunityMagazines.com> – this is the web site for the multimedia magazine software I have designed.
- <http://MultimediaWebSites.biz> – WordPress based site describing my freelance services and products.
- Examples of sites I have created from scratch: <http://WholeHealth4Life.com>,
http://www.tdmh.com/customer_login.htm. This is the customer log in area where they can connect to their account and view their stored equipment. This site connects to the live Access database for real time data.
- Examples of client sites I have done lately, based on WordPress and WPMU -
<http://Powerblue.us>, <http://PowerBlueDealer.com>,
<http://BackyardAdventuresPools.com>, <http://YoungsCustomCarriageDoors.com>,
<http://WilsonInsuranceDalton.com>, <http://HomeownersConnect.net>