

# Clinton Baker Collins

## Education

B. S., University of Florida, Gainesville, Florida 1989. **Major:** Business Administration with emphasis in Decision and Information Sciences. **GPA:** overall 3.20/4.00, major 3.92/4.00; Degree conferred with honor.

## Work Experience

Director of Administrative Services, Bureau of Economic and Business Research, Gainesville, Florida, May 1998 to present. Duties include: Supervision of office management personnel, oversight of annual operating budget, LAN administration, responsible for procurement, management, and use of computer systems.

Director of Information Services, Bureau of Economic and Business Research, Gainesville, Florida, November 1996 to May 1998. Responsible for the procurement, management, and use of computer systems. Duties included: Novell and Windows NT network administration in a 65 node environment, development of enhanced communication system, and development of custom departmental accounting system.

Controller, Anglin Construction, Gainesville, Florida, August 1995 to November 1996. Responsible for the management of Accounting department. Duties included: deployment and maintenance of LAN, end-user computer support of Microsoft Office Professional applications, backup and maintenance of Solomon III accounting system, supervision of payroll, AP, AR, GL, job costing, and internal cost controls, management of credit lines and cash flow, development of operating budget, and supervision of accounting and office management personnel.

Coordinator of Computer Applications, Bureau of Economic and Business Research, Gainesville, Florida, January 1991 to August 1995. Responsible for the procurement, management, and use of computer systems. Duties included: Novell network administration in a 52 node multi-platform environment, management of communications with an IBM 3090 mainframe using CMS, assisting researchers with data generation and presentation, and ad hoc programming assignments using SAS, Excel, HyperCard, and Visual Basic.

Store Manager, Mini Concepts Inc., Gainesville, Florida, September 1989 to December 1990. Responsible for the management of entire Gainesville storefront. Duties included: developing marketing strategies, developing a monthly budget with expense and revenue projections, conducting motivational meetings for the sales staff, maintaining proper inventory levels, selling Apple Computer solutions, designing and executing presentations for schools, shows, and large clients, and developing and training the Great Plains Accounting system.

Computer Tutor, University of Florida, Gainesville, Florida, 1986-1989. Tutored students to program mainframe VAX systems using FORTRAN-77. Also tutored students to program IBM PC systems using MODULA II and BASIC. Taught the general use of MS-DOS, SAS, Word Perfect, dBase III, and Lotus 123.

## Honors and Activities

College of Business Administration Dean's List, 1988-89  
Omicron Delta Epsilon International Honor Society in Economics, 1988-89  
Business Administration College Council Executive Board, 1989  
American Society for Personnel Administrators, 1988-89  
Gator Marching Band, 1985-88  
Intramural Sports: Tennis, Softball, Flag Football, 1985-89  
American Red Cross Certified Lifeguard, 1985-89  
President of Avon Park High Student Body, 1985  
American Legion Boy's State Representative, 1984

### Special Skills and Interests

Extensive knowledge of Local Area Networks and safe-guarding information systems. Strong communication skills both oral and written. Interests include: creative writing, public speaking, teaching, performance of music, high-fidelity music reproduction, water sports, and tennis.