

Samuel J. Granata III

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OBJECTIVE: Contract labor designing Visual Basic programs and Microsoft Access databases.

EDUCATION:

Regent University, Virginia Beach, VA

M.A. in Public Policy-May, 1998

Earned 100 percent of tuition and living expenses

Grove City College, Grove City, PA

B.A. in Business Administration-Financial Planning-May, 1991

Extensive accounting electives

Thesis: Federal Income Tax Collections Reform and the IRS

PROFESSIONAL BUSINESS EXPERIENCE:

President. Granata Enterprises, Greensburg, PA

1999-Present

- Saved customers time and money using Microsoft Access custom database design.
- Solved workflow problem for small businesses by importing electronic commission statements into customized databases.
- Saved customers time by producing health insurance quotes in professional looking format.

Unit Manager. Household Credit Services, Chesapeake, VA

1996-1998

- Demonstrated excellent innovation and problem solving skill by creating a software program that significantly improved the account documentation speed of line workers.
- Was only the second non-systems level employee in the operation's history to have recorded such an accomplishment.
- Demonstrated ability to learn and adapt quickly by the fact that knowledge of Visual Basic was obtained auto-didactically, and that this project was the programmer's first attempt at software development.
- Monitored quality of work product produced by direct reports, coached and trained quality improvements, and tied good product quality to performance appraisals, promotions, and raises.
- Initiated special project that was adopted by the department for the standardization of management strategy in dealing with quality or internal policy violations.
- Commended by superiors for the quality and professionalism of written performance appraisals.
- Illustrated inter-personal, and team-building skills by working with others on various projects within the department, and by teaming up with others in functional areas outside the department.
- Exhibited good organizational, writing, and communication skills in daily management of company correspondence and electronic mail so that the quality of written work would always display professionalism.
- Improved the company's operating ratios and the favor of company stockholders by recording the best monthly statistics in the department.

Collections Representative. Household Credit Services, Chesapeake, VA

1993-1996

- Promoted to senior associate and later to management for dependability and for consistently producing more than was expected.
- Illustrated good communication and negotiation skills by quickly becoming a top performer in the organization.
- Showed initiative and self-motivation by building a collection of hot-keys that was adopted by the company that proved to increase the department's productivity by five percent or more.
- Rated outstanding in my overall performance for maintaining excellent production numbers while simultaneously working on other successful projects.
- Proved dependability by recording perfect attendance in 1994 while also attending graduate school.
- Selected to a special three month rotation working at the system support desk for proven systems knowledge and technical proficiencies.

COMPUTER SKILLS:

Word, Excel, Power Point, Access, Basic Internet, and Visual Basic

HONORS/AWARDS/ACHEIVEMENTS:

1998 Top Thesis Award for School of Public Policy - Regent University

1997 Win-Idea Award for innovative idea - Household Credit Services

1995 Idea-Corps Award for innovative idea - Household Credit Services

1995 Associate of the Year Award - Household Credit Services

1995 Associate of the Month Award - Household Credit Services