

Kimberly A. Rubal

(626) 399-9539

<http://www.kimberlyrubal.com>

k.rubal@charter.net

Experience

OCCIDENTAL COLLEGE, Los Angeles, CA

2006 to current

Web Support Specialist

Perform the duties of college webmaster; providing technical assistance with authoring platforms, doing web programming and design, supporting campus content management system utilizing XML/HTML standards; technical project lead on redesign of CMS (QA, testing and content creation) assisting the Oxy community with a variety of other web-related technology services (RSS feeds, podcasts, flash, database/forms, Learning Management Systems, Oracle/Banner and graphic production).

CALIFORNIA STATE UNIVERSITY, Los Angeles, CA

2002 to present

Part-time Professor:

Providing classroom instruction for Educational Foundation on integrating technology in the classroom.

CALTECH & JPL, Pasadena, CA

1999 to 2006

Unix/Linux/Windows/Mac Help Desk Specialist & Instructional Designer

Provide technical consultation and support for faculty, staff and students at California Institute of Technology on Unix, LINUX, Mac and Windows software, hardware, and network systems and peripheral devices. Also responsible for maintenance of campus web sites and development of online training courses/solutions. In 2004, developed, coordinated and assisted in the implementation of a company-wide online course for the Ethics Office at JPL. Primary system administrator for the GALEX satellite project launched in April of 2003 (<http://www.galex.caltech.edu>). From 1999-2004, provided computer support for a specific department at Caltech, Space Astro Physics Department.

KAISER PERMANENTE, Pasadena, CA

1991 to 2001

Cache/Unix Systems Engineer: (Summer 2006)

Sr. Systems Programmer/Technical Trainer (07/00 – 04/01):

Assist in the life-cycle development of an Intranet-Based Decision Support Systems. Major job activities include QA testing, web programming, data analysis, user training/support and technical writing. Other activities include desktop and server support. Worked with Decision Support Software in an OLAP environment (i.e.. Oracle, SQL, JavaScript, Business Objects, Microsoft Access and Hyperion Analyzer).

LAN/Server Desktop Consultant (04/97 – 02/99):

Senior technical consultant assisting in all aspects of hardware/software and network installation and support of Kaiser's Clinical Systems Development Applications. Provide training and consultation to clients and IT staff on Kaiser's standard desktop image and methodology. Develop web site for medical centers IT technical staff for accessing software and hardware technical guidelines, knowledge base, current drivers and installation documentation. Left in February of 1999 to obtain my Masters Degree at California State University, LA.

Sr. Systems Project Analyst (11/96 - 04/97):

Perform the role of senior technical support analyst for the department of Data Quality Information and Integration at Regional Kaiser Headquarters. Assist in the management and support of data warehouse tools and other technical tools and applications utilized in the department. Developed data warehouse applications to present information needed for making strategic business directions. Responsible for testing and QA'ing changes in application updates/revisions.

Desktop/Network Project Manager (04/95 - 11/96):

Coordinated the replication and installation of new client server applications and mainframe systems at selected Kaiser Permanente medical facilities. Developed service level agreements and standard documents used as a model for other replicated systems. Evaluated implementation methods and strategies. Prepared appropriate training material, system documentation and user documents. Assisted in the deployment of Lotus Notes for Southern California Kaiser Permanente providing Notes administration and desktop installation and support.

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Business Analyst/IT Manager (04/91 - 04/95):

On-site supervisor for end-user computing department that provided telecommunication (both voice and data), microcomputer, network and mainframe support and services to the Los Angeles Medical Center. Analyzed and evaluated business and data requirements and made technical recommendations within regional and local standards. Monitored project statuses and resource usage. Supported local user groups, conducted technology seminars and demonstrations, provided on-site training when appropriate. Promoted the acceptance of computers and new technology through communication mediums such as newsletters and other formal/informal forums.

FIRST INTERSTATE, Los Angeles, CA

1988 to 1991

Senior Systems Analyst:

Coordinated, consulted and provided technical support on an ACH direct deposit financial system developed by Stockholders Systems, Inc., Georgia called PEP+. Served as project leader for any enhanced or development projects on the system.

MCA RECORDS, Universal City, CA

1985 to 1988

Systems Analyst:

Responsible for the development of an online CICS Order Entry System for MCA Records. Interfaced extensively with end users (record executives) to analyze system requirements, designed program specifications, coordinated programming efforts, conduct user testing and installed completed system. Consulted and provided end-user support for a distribution software package acquired by MCA from CAMBAR Inc., South Carolina from 09/89 - 12/89.

EXXON COMPANY, Houston, TX

1984 to 1985

Programmer Analyst:

Programmed and supported domestic and overseas Payroll Information systems. Scheduled and coordinated enhancements to the system. Other responsibilities included college recruiting and sponsoring/training new employees.

Education

June 2000 - M.A. in Instructional Technology/California State University, LA (4.0 GPA)

June 1984 - B.S. in Quantitative Business Analysis/Penn State University, (3.9 GPA—Summa Cum Laude)
(11/82-04/83) - School of Business (Foreign Economics/Spanish) Lima, Peru South America

Technical Expertise

Software Knowledge:

Operating System: Mac OS X and 9, all Windows desktop and server versions, UNIX (Solaris), Linux RedHat, DOS

Graphics/Web: FrontPage, Adobe products (Acrobat, Photoshop, Illustrator, Dreamweaver, Flash), Apache, Microsoft IIS, HTML, SMIL, ASP, Java Script

Office tools: Microsoft Office, Lotus Notes, Meeting Maker, Visio, Eudora and other various office tools/utilities

Admin/Utilities: SMS, Altiris, Timbuktu, Enterprise Administrator, Cluster Administrator, Hummingbird Exceed, Retrospect, Networker, McAfee, Ghost, FTP

Database: Sybase, Oracle, Access, FileMaker Pro

Other: Hyperion Analyzer/ESSBASE, Business Objects, Pilot Lightship, Cognos

Hardware Knowledge:

Various positions provided the opportunity to work with a variety of hardware configurations and models. Highlighted below are the well-known, common hardware devices:

Macintosh: all MAC models (older/newer ones)

Network/servers: RAID/cluster servers, CISCO switches/routers, firewalls

Desktop: SUN, various PC desktops and laptops, including DELL, Sony, IBM and Compaq

Other: printers, scanners, network adapters, modems, tape devices, multimedia equipment

Additional Information

- Volunteer at the Pasadena Library – Technology Center (<http://www.onlinewithkimberly.com>)
- Highly analytical, and a preference for research, innovation and detail
- Broad understanding of various levels of computers, networks and related technology
- Excited by challenge and new opportunities
- Self-starter, dedicated, naturally motivated and extremely focused

References available upon request