

Neville Martin
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Curriculum Vitae - Neville T. Martin

Summary

Over 35 years of progressive experience working in Accounting, Actuarial services, Administration & Management, Marketing, Communications, Information Technology (IT), Research, Educational & Community Development institutions.

Experienced in maintaining communication flows at various operational levels, both internal and external between stakeholders within governmental, public and private sector institutions.

Highly accomplished results-oriented team player, good problem-solving ability and efficient turnaround in conformance to top level management and institutional expectations.

Hands on experience in developing and managing communications systems and performance-based databases. Identified and maintained data sources for storage, on demand retrieval for statistical manipulation and statutory Internet publication.

High level recognition received from Top Management for proposing and initiating cost and time saving systems by developing and implementing various on-line databases and work flow systems. Complimented for achieving team consensus and developing training manuals for data base operations.

Excellent working knowledge of computers, database and knowledge management processes and their roles in identifying and executing institutional IT initiatives within a Dynamic Capability Perspective (DCP).

Highlights

Worked more than 25years in the IT & Communications industries, within governmental, public and private sector institutions. Experienced in data base development, management and training.

Experienced in recording and developing reports from meetings and discussions. Adept at report dissemination with execution and management reporting techniques using available software.

Experienced in developing research instruments, conducting research and executing associated statistical analyses.

Proficient in data management techniques; Acquisition, storage retrieval, analysis and presentation of on demand requests.

Adept at team management and consensus building within a Development Support Communication (DSC) approach.

A great listener who has acquired good verbal and written communication skills.

Interacts with public, clergy and private sector stakeholders regarding various community socioeconomic and developmental initiatives.

Education

Doctor of Business Administration, Argosy University, (March 30, 2011), Phoenix Arizona

Dissertation Research Completed

Information Technology and Knowledge Management Performance: A Resource Based Investigation of the U.S. Technology Industry. Available pro bono at following link:

<http://dissexpress.umi.com/dxweb/results.html?QryTxt=&By=martin+neville+t&Title=&pubnum=>

Master of Business Administration (Honors) in Advanced Management Studies (Organizational Efficiency), Touro University International, Cypress, CA

Master of Arts (Urban Planning and Development), Long Island University (LIU), NY

Master of Business Administration (Management and Information Systems), LIU, NY

BS Business Management, City University of New York, Staten Island, (CUNY, CSI)

B.S. Marketing, (CUNY, CSI)

Graduate Dip, Development Studies, University of Guyana (UG), Guyana, S/A

Dip. Marketing, University of Guyana (UG), Guyana, South America (S/A)

Dip. Public Administration, University of Guyana (UG), Guyana, South America

Interests

My interests include the development of Dynamic IT initiatives for improved organizational efficiency: Organizational efficiency within the framework and with the application of lean management techniques, quantitative analyses, knowledge management and decision-making. Human resources development and support initiatives for individuals and groups.

Work Experience

Currently

Self-employed; Volunteer and pro-bono management, administrative, research and marketing services provider: Founder & Executive Director, Building Abundant Life Mission Inc. (501 (c) (3) NYS Corp.

<http://balmforall.org/>

Affiliated Lecturer: Verizon, NY Empire State, SUNY (<https://www.esc.edu/partnership-programs/>)

Previous

Successful marketing, management and specialist appointments in both staff and line functions within a top 20 Fortune 500 company:

Lecturer at Verizon College Empire State SUNY

Data Manager/Specialist

Consumer Manager/Specialist

Human Resources Manager/Analyst

Network Reconfiguration Manager

Database development & management

Sales & Service Representative

Successfully performed responsibilities including:

- Being the single point of contact (SPOC) for large customers with responsibilities that required me to be proactive across various departments and agencies to ensure a 97% at minimum success installation and maintenance rate. Consistently met and or exceeded the required target.
- Liaising with various internal (service providers) and external (service recipients) to entities to ensure timely and satisfactory service provision and maintenance.
- Maintaining services availability data on public Internet site for statutory compliance.
- Resolving customers complaints and responding by mail and phone to queries regarding their service and billing.

Skills & Hobbies

- Proficient in several software applications which include SPSS, PERL, Python, SQL, SQR and Microsoft Office (including advanced Excel data manipulations):
- Experienced in developing research instruments, conducting research, managing data collection performing statistical analyses and interpreting outcomes:
- Experienced in Internet Site Creation and maintenance:
- Skilled in program planning and development techniques:
- Experienced in data base management, linear programming applications, critical path and decision analyses and forecasting techniques:
- Skilled in the development of On-Line Management systems:
- Proficient in building Databases from scratch, along with associated training and operational guides;
- Builds Computers and model airplanes.
- Trained in administering Naloxone

Selected Activities/ Certifications

Chairperson of the executive and planning committee of a not for profit organization: Responsible for developing business planning and marketing initiatives. Encourage business-oriented approach to membership and institutional expansion:

Leader of Men's Ministry in local church with the responsibility of creating and establishing a vibrant men's outreach ministry program.

Certified to conduct research involving human subjects

Collaborative Institutional Training Initiative (CITI) certified to conduct research involving human subjects:

Crisis Counseling

Issuing authority Response of Suffolk County, Inc – Suffolk, NY:

Notary Public, New York State, USA

Issuing authority New York Secretary of State: Expires Dec 2021

Languages: English (primary) and Spanish (minor); Capable of conversing in over 130 languages:

References: To be provided on request: