

# Dan Gronwald, MA

Shelburne Falls, MA

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## Summary:

I am a versatile, conscientious, and responsible professional with outstanding problem solving skills and follow through. I have excellent written and verbal communication skills. Ability to assess needs, prioritize and meet deadlines. Highly organized, dependable, detail oriented, great attitude, and an approachable team player that is not afraid to take initiative or multi-task.

## Skills:

- Filemaker Pro
- Wordpress
- Google Apps
- Oracle
- Dreamweaver
- Social Media
- PL/SQL
- HTML
- Adobe Photoshop

## Professional Experience

### Bread & Roses Benefit Agency, Database/Website Manager, IT Administrator

8/04 – 7/10

Corte Madera, CA

Managed, maintained, and developed a complex system of related Filemaker database tables used in tracking 9,000+ donors, donations and volunteers. Oversaw design and implementation of [website](#) developed in Joomla, an open source content management system (CMS). Provided general IT support for a Mac and PC environment, including system backups, troubleshooting, and equipment management. Major Responsibilities:

- Data entry of donations, acknowledgements, training staff, and formatting lists and reports as needed.
- Managed segmentation and merged data for personalized mailings and track campaign results.
- Assisted Development Director in tracking grant proposals, and preparing status reports.
- Managed file server, backups, e-mail systems, web host and ISP.
- Implemented Google Apps for nonprofits – setting up entire organization with Gmail and Google Docs.
- Plan and develop new content for specific events and new sections of the website as needed.
- Social Media content strategist: Twitter, Facebook, and blog updates. Suggested and implemented strategies for outreach to supporters and brand recognition.
- Managed Email-marketing using Constant Contact.

*Skills: Filemaker Pro 9.0, Joomla CMS 1.5, Google Apps (Gmail, Google Docs, Google Reader, Google Analytics), Retrospect Backup*

### Self Employed – FileMaker Pro Database Consultant/Web Designer

2/02 – present

San Rafael, CA

Consultant to non-profit organizations and foundations. Responsible for modifying existing database to track donors and potential networking leads, sending personalized letters and HTML e-newsletters. Designed, built and maintain several websites. Some clients include: [The Khaled Hosseini Foundation](#) (author of *The Kite Runner*), [Wise Giving](#), [Daughter of the Daily Special](#), [Fancy Trash](#), and [Lifecourse](#).

*Skills: Filemaker Pro 9.0, Wordpress 3.2.1, Dreamweaver CS5*

### Bluetrain, Inc., Senior Developer

2/00 – 12/01

San Rafael, CA

Managed and codeveloped several projects to support Bluetrain's web-based communication and collaboration tool, Passport (e-mail, shared documents, shared calendars, task management, discussion forums). Responsibilities included working on Passport's Application Integration Gateway and Synchronization of data from external devices (i.e., Outlook, Lotus, Palm, etc.) to Passport. Major Responsibilities:

- Managed Application Integration Gateway project for B2B XML conversations with Partner Application Service Providers. Allowed seamless integration (from single sign-on to billing) of Passport and Partner's web based applications (ASP's). Project included web server VB component programming with SAX Interface for XML parsing and data processing. Worked closely with customer's development team assisting them in the integration process. Developed middle tier (COM) and back-end database enhancements (stored procedures, triggers, functions) to the project as needed.
- Creation of web based Partner Testing Tool for internal system testing and rapid application development to be used by Integration Partners. Allowed partners to test and see the results of the various XML conversations within the Application Integration project. Developed active server pages (ASP), XML HTTP conversations and Application Integration COM components.
- Designed, developed, implemented and managed the data Synchronization project. Allowed synchronization of data between Passport and external devices (i.e., Outlook, Lotus, Palm, etc.). Designed database tables to track what data had been added, updated, or deleted since last sync. Developed ASP, COM components, and XML HTTP conversations. Wrote Oracle Stored Procedures, Triggers, and Functions to insert data from XML.

*Skills: ASP, VB 6.0 (COM), VBScript, XML (SAX, MSDOM), XML Spy, HTML, Oracle8i (PL/SQL Stored Procedures, Triggers and Functions), TOAD, SQL Plus, IIS 4.0, Windows 2000*

### **Almedica International, Inc., Technical Project Leader**

5/96 – 12/99

Deeside, Wales, United Kingdom & Parsippany, NJ

Primary responsibility was the design and build of an Inventory module to be used within an integrated suite of products (AlmediCLaSS - Clinical Logistics Support System) that provided complete control over all aspects of the preparation and support of a pharmaceutical's Clinical Trial. The product was designed to be used by the pharmaceutical industry, and therefore, accommodated differing business rules throughout the system, without code changes. Major responsibilities:

- Managed the coordination of system changes with end users and management. Active participation in software planning. Developed complex software designs, technical specifications and programs.
- Leading and coding with team of software engineers using Visual Basic, Oracle and Access RDBMS's, PL/SQL stored procedures and triggers, Designer/2000 and Developer/2000, following agreed upon specifications.
- All code was written following strict adherence to company software development standards and FDA regulated standard operating procedures.
- Implemented software changes and enhancements.

*Skills: VB 5.0 - 6.0, Oracle 7 - 8 (PL/SQL Stored Procedures, Triggers and Functions), TOAD, SQL Plus, Designer/2000, Developer/2000, Windows NT, Windows 98*

### **Relational Options, Inc., Software Consultant**

4/94 – 04/96

Florham Park, NJ

Designed and developed enhancements to the clinical Investigational Supplies System (ISS) for a major pharmaceutical company. ISS was an interactive system used to manage and track the process of preparing, packaging and shipping clinical supplies. The system was written in Oracle SQL\*Forms on a VAX/VMS platform. Responsibilities included:

- Implementation of software modifications and enhancements.
- Coordination of system changes with users and management.
- Writing a proposal to define user requirements for the replacement system of ISS.

*Skills: Oracle 6, SQL\*Forms 3.5, SQL Plus, Visual Basic 3.0 – 4.0, Uniface, SQL Gupta, VAX/VMS*

## Education

<b>Pacifica Graduate Institute</b> , M.A. Mythological Studies & Depth Psychology. Santa Barbara, CA	9/05 – present
<b>Four Fold Way</b> , cross-cultural studies with Angeles Arrien, Phd. Sausalito, CA	1/03 – present
<b>Alive &amp; Well! Institute of Conscious BodyWork</b> , CMT (~300 hours) San Anselmo, CA	2/02
<b>The Chubb Institute</b> , Diploma in Computer Programming Parsippany, NJ	4/94
<b>University of Rhode Island</b> , B.S. Business Administration Kingston, RI	5/92