

## **MICHAEL D. DAVIS JR.**

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### **SUMMARY**

International Master of Business Administration and Master of Art graduate with 11 years of experience seeking a position within the Middle East. The position would ideally compliment my interests in business analysis, project management, entrepreneurship, sustainability, and information technology. Proven team player with expertise in business plan development, project management, entrepreneurship, market research, relationship building, and intercultural competence.

### **CORE COMPETENCIES**

#### **Intercultural Competence**

- As a conversational Mandarin Chinese speaker, I lived in Hangzhou, China for three months studying Chinese culture and language.
- As Quality Control Manager for Coe-Truman Technologies, Inc., I worked at the international European Congress of Radiology conference where I was responsible for providing computer technical and logistical support for 15,000 daily international attendees.
- As the President of the Association for International Management at the University of Denver Daniels College of Business, I lead a team of interested individuals providing opportunities for cultural growth within the Daniels and Denver business communities.

#### **Executive Communication and Cooperation**

- At the Center for Disabilities and Development (CDD), I was directly responsible for providing technical strategy, expertise, and communication for the Internet redesign projects. The strategic redesign incorporated a multitude of administrative influences and leaders, including the CDD parent body, the University of Iowa Hospitals and Clinics.
- As the owner of Triple Zero Technologies, LLC, a sole proprietorship, I am responsible for developing and implementing overall Internet and technology strategies for 5 clients. By leveraging my 14 years computer and Internet expertise, I deliver reasonable, achievable solutions to my clients.

#### **Effective Project Planning and Management**

- As the Chair of the Democratic Party of Denver Web Development Team, I am responsible for prioritizing project requests, planning each project, and managing a volunteer staff of 5 people. By prioritizing tasks with leadership, I continually deliver cost effective results for our organization.
- As Operations Manager at Coe-Truman Technologies, Inc., I reduced the number of over budget projects from 15 to 4 within one annual contract cycle by efficiently monitoring and adjusting project resources.

**EDUCATION**

**University of Denver**, Denver, Colorado, USA 9/2005-6/2008

Master of Arts in Global Finance, Trade, and Economic Integration

International Master of Business Administration

*Awards and Recognitions*

Outstanding IMBA Student of the Year 2008

Nominee, Daniels Award for Excellence 2008

Team captain, 1<sup>st</sup> place Race and Case Internal Competition team (ethical business case competition) 2007

Team captain, participating Race and Case External Competition 2007

**University of Iowa**, Iowa City, Iowa, USA 8/2002-5/2005

Bachelor of Business Administration – Management and Organizations

**Parkland Community College**, Champaign, Illinois, USA 8/1996-8/2001

Associate of Applied Science - Computer Network Administration

**Milwaukee School of Engineering**, Milwaukee, Wisconsin, USA 8/1995-5/1996

Coursework in Electrical/Computer Engineering

**PROFESSIONAL EXPERIENCE**

**Triple Zero Technologies, LLC**, Denver, Colorado, USA

*Privately owned, IT consulting firm specializing in web accessibility and database design*

Principal/Owner (part-time) 7/2005-7/2008

As the principal and owner of Triple-Zero Technologies, I was the sole driver of all processes including business development, sales, project management, consulting services, technology implementation, customer support, staff management, and all related business operations. My accomplishments are:

- Consulted, designed, and implemented database-driven ASP and ASP.NET web applications based on U.S. grant reporting requirements and Section 508 accessibility laws
- Developed and managed IT strategy for multiple clients' institutional websites
- Started, managed, and grew the part-time business into a \$60, 000/year single owner LLC managing 5 clients in 2 business sectors while pursuing two Master degrees

**University of Denver, Daniels College of Business**, Denver, Colorado, USA

*Private academic institution*

Graduate Research Assistant 9/2007 – 6/2008

Graduate Student Counselor 1/2007 – 4/2008

As the Graduate Research Assistant for Dr. Doug Allen, Director, Global Programs at the Daniels College of Business, I was responsible for researching global opportunities for the College. In addition, I was responsible for collaborating with Dr.

Allen and presenting our findings to College administration. My accomplishments are:

- Coordinated with the Director of Global Programs to create, revise, and present the Daniels College of Business Global Strategy Task Force final product to the Daniels' executive management team
- Participated on the Global Strategy Steering Committee creating the College's international business strategy

As a Graduate Student Counselor for Daniels College of Business, I was responsible for coordinating communication efforts with prospective Master degree students at the College. My accomplishments are:

- Improved the interactions with Daniels College of Business inquiries and applicants by operationalizing and standardizing the communication protocols
- Researched and reported missing quantifiable variables within the application process for the College

**Mescalero Apache Indian Tribe and the United States Department of Interior,**  
Mescalero, New Mexico, USA

*Native American Indian Tribe with a diverse group of business operations*

Business Development Intern

6/2007 – 2/2008

As the United States Department of Interior and Mescalero Apache Indian Tribe Business Development Intern, I was responsible for working on a small team that evaluated and recommended new business opportunities for the Tribe's greenhouse operations. My responsibilities included project management, research coordination, client and stakeholder communication, final report generation, and final presentation to Tribal leaders. My accomplishments are:

- Created a business and operations plan for the Tribe's Department of Resource Management and Protection Greenhouse business
- Coordinated and synthesized the efforts of many stakeholders into a common vision and plan for their greenhouse operations

**CollegeAmerica, Denver, Colorado, USA**

*Privately owned, accredited college with facilities in Colorado, Wyoming, and Arizona, USA*

Adjunct Instructor

8/2005-6/2006

As an Adjunct Instructor at CollegeAmerica, I was responsible for course design, instruction material selection, equipment management, classroom management, student instruction and evaluation, and administrative duties. The College was designed as a condensed instructional college consisting of 4-hour sessions, 4 days a week, 48 weeks a year. This fast paced environment necessitated the need for a mixed theoretical and hands-on instruction. My accomplishments are:

- Instruct students on all levels of computer technology including Cisco Certified Network Associate (CCNA) testing, Microsoft Certified Systems Engineer (MCSE) testing, operating systems, network setup, design, and troubleshooting
- Successfully teach multiple classes in a single classroom with different student knowledge levels
- Teach students in project management techniques related to technology

**Center for Disabilities and Development (CDD), University of Iowa Hospitals and Clinics, Iowa City, Iowa, USA**

*Public healthcare institution specializing in disability assistance*

Application and Development Team Leader 6/2003-6/2005  
Student Computer Consultant 6/2002-6/2003

As Application and Development Team Leader at the Center for Disabilities and Development (CDD), I was responsible for working with numerous stakeholders at all levels, including the parent hospital's administration, to develop, design, project manage, obtain buy-in, program, implement, and provide customer support for numerous technology projects. My accomplishments are:

- Co-created, designed, and implemented the CDD Universal Services Portal (CUSP), an Intranet management system and active data source that provides reporting and paperless workflows for CDD staff
- Technical lead on the CDD Internet redesign team. Successfully guided the file and coding structures, database designs, workflows, usability, implementation, and accessibility. Instrumental in obtaining approval from UIHC web design and marketing staff

**Applied Systems, Coralville, Iowa, USA**

*Privately owned software company specializing in independent insurance*

Software Support Technician 10/2001-8/2002

As Software Support Technician at Applied Systems, I was responsible for providing day-to-day support to independent insurance agents using The Agency Manager software package. My responsibilities included troubleshooting end user errors, technical errors, and providing best practice advise when using the software.

**Coe-Truman Technologies, Savoy, Illinois, USA**

*Privately owned software and consulting firm that specializes in professional association abstract submission and conference production*

Operations Manager 2/2000-9/2001  
Quality Control/Assurance Manager 8/1999-2/2000  
Technical Support Staff 2/1999-8/1999

At Coe-Truman, I was the manager of the Online Abstract Submission and Invitation System (OASIS) Services division. I managed the services team and oversaw 40 clients. I was responsible for project management, staff management, executive team communication, contract bidding, resource allocation, and client consulting. My accomplishments are:

- Reduced the number of over budget projects from fifteen to four within one annual contract cycle by monitoring and adjusting resources
- Solicited and consolidated user and client feedback to improve the core product and encourage the product team to work from a common list of proposed enhancements
- Successfully designed and implemented a web-based, database-driven customer relationship management tool that logged technical support inquiries to provide useful metrics for our client base
- Created written standards for the QA/QC processes that reversed a downward spiral of low quality deliverables and product release bugs

**Rural Amerika, Inc.**, Urbana, Illinois, USA

*Privately owned concert production company and record store specializing in electronic dance music*

Principal/Owner

8/1996-12/1999

As the principal and owner of Rural Amerika, Inc., I was the sole driver of all processes including business development, project management, marketing, event planning, staff management, and all related business operations. My accomplishments are:

- Developed, planned, managed, and promoted twenty-five productions with an average of 500 attendees per event
- Successfully opened a vinyl record shop as both an additional business line and as a marketing tool for the concert productions

**VOLUNTEER ACTIVITIES AND ORGANIZATIONS**

**Association for International Management**, University of Denver Daniels College of Business, Denver, Colorado, USA

*Graduate student organization concentrating on building relationships and fostering intercultural competence in the Denver business community and Daniels College of Business*

President

1/2007 – 3/2008

Director of Communication Technologies

12/2005 – 12/2006

- Developed organizational strategy with executive team that moved the organization from producing unrelated events to a coordinated event schedule pertaining to international business networking opportunities
- Implemented a website redevelopment to take advantage of institutional priorities and resources

**International Graduate Organizations**, University of Denver Josef Korbel School of International Studies and Daniels College of Business, Denver, Colorado, USA

*Graduate student organization concentrating on building inter-school relationships and cooperation between internationally focused graduate organizations*

Co-founder and member

10/2006-3/2008

- Co-founded the organization to improve event marketing, coordination, and relationships among approximately 20 internationally focused graduate organizations at four University of Denver colleges.

**Daniels Ambassador Program**, Daniels College of Business, University of Denver, Denver, Colorado, USA

*Graduate student program coordinated by the College to connect prospective students with new students*

Program Manager 1/2007-4/2008

Member 1/2006-6/2008

- Coordinated the College's efforts by recruiting and training new ambassadors
- Provided advice regarding Daniels College of Business to prospective students

**Daniels Consulting and Strategy Group**, Daniels College of Business, University of Denver, Denver, Colorado, USA

*Graduate student organization concentrating on preparing its members for success in the consulting industry*

Member 3/2007-6/2008

**Democratic Party of Denver County**, Denver, Colorado, USA

*County level political party focused on promoting the Democratic Party*

Co-chair, Technology Committee 2/2007-10/2007

Chair, Web Development Team 2/2007-10/2007

Volunteer, Technology Committee 7/2005-10/2007

- Coordinated the technology strategy development to aggregate all information sources for the various functions of the Party
- Managed the Web Development Team in all aspects of project planning, project management, programming techniques, and volunteer coordination

**Campus Activities Board**, University of Iowa, Iowa City, Iowa, USA

*Student organization that produces free entertainment for University of Iowa students*

Director of Daytime Activities 4/2003-12/2003

Film Director 4/2002-4/2003

- Served on the executive team and created an organizational strategy that allowed our group to request \$75,000 annually from the University of Iowa Student Group Association and supplement that request with a matching \$75,000 request from the Iowa Memorial Union
- Coordinated free weekly daytime activities for the University of Iowa Memorial Union, growing the event series from once a semester to a recurring bimonthly event series with assistance of student project managers
- Introduced the now annual free summer film series at the University of Iowa Memorial Union, growing the event from an attendance of 50 to 400 people

**Student Technology Advisory Committee**, University of Iowa, Iowa City, Iowa, USA

*University organization enabling student input into the University's technology acquisition process*

Member 1/2005-5/2005

- Generated ideas and acted as a sounding board for new technologies that the University wished to implement across the University

**Dance Marathon**, University of Iowa, Iowa City, Iowa, USA

*Student organization that provides year-round support to pediatric cancer patients and their families*

Volunteer Driver 2/2004

- Provided logistical support driving pediatric cancer patients and their families between designated hotels and the event facilities

## **PROFESSIONAL SKILLS**

- Language: 3.5 years Mandarin Chinese verbal and written; including living in Hangzhou, Zhejiang, PRC for 3 months studying Mandarin Chinese; native English
- Technology:
  - Database design: MS Access, MS SQL Server, and MySQL
  - Web development: Dreamweaver, FrontPage, Drupal, raw HTML code
  - Programming: VBScript, Jscript, ASP, C, Java
  - Network design: MS Windows, Macintosh, Unix-based OSs
  - Server-based software packages: MS Exchange Server, MS SQL Server, MS Windows Server, Unix-based servers, MS SharePoint
  - Client software packages: MS Office Suite, MS Visio, MS Project
  - Statistical analysis: SAS Business Intelligence Software and Predictive Analytics
  - Financial analysis: Bloomberg Professional service through Bloomberg Terminal
  - Teaching: CCNA and MCSE coursework, network technologies, project management