

**DAVID V. HALL**  
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### **Objective**

Problem-solving MS Office Products professional seeking an opportunity that offers the challenge to train others, develop programs and lead to the enhancement of company-wide efficiency.

### **Experience**

**INTERNET MANAGEMENT CONSULTANT** - Milton, NH 2007 to Present  
Self-employed internet professional contracting with small to medium sized businesses for the purpose of developing and maintaining state-of-the-art presence that creates business and initiates communication with their customer base.

Hall Mailing and Fulfillment – Haverhill, MA (2005 – 2007)

#### **COMPUTER/SOFTWARE SUPPORT CONSULTANT**

Self-employed end-user software consultant specializing in a variety of software applications to include MS Office Applications. *Clients have included EMK Consulting and State Line Graphics.* Specific achievements involve the:

- Cleaning and management of data files according to customer specifications
- Development of complex mail-merge procedures based on specific fields
- Development of an excel spreadsheet capability to allow on-line ability for the purpose of tracking the inventory of end-user clients
- Developed and installed an Excel program to input information on orders received and shipped
- Created the capability of searching records by order numbers and tracking error rates via graphs that allowed for increased production and the ability to adjust and control processes based on statistical data
- Developed an application that sorted received data from a government agency that consisted of 27 fields and related criteria that would select appropriate household records for the purpose of receiving specific mailings
- Installed and learned Planet Press software and trained employees on how to set up and edit software
- Provided this client an application to win a major government contract while instructing staff members to process critical records without any specific computer knowledge

United States Air Force – Pease Air National Guard Base - Newington, NH (1987-2004)

**HEALTH CARE SPECIALIST – Chief Master Sergeant**

Retired in this capacity from the Air Force where my responsibilities included, but were not limited to:

- Administering of health services activities
- Conducting in-depth studies
- Reviewing and coordinating projects and activities on behalf of the Medical Unit Commander and Air Commander to ensure command medical practices are applied in the day-to-day operation of the ANG Based Medical Clinic.
- Providing supervision and technical training for assigned medical unit personnel exercising readiness supporting 1000 squadron members
- Effectively communicating with superiors and co-workers to manage and meet operational goals
- Developing and managing a \$185K budget covering several cost centers.
- Developing and tracking programs for medical requirements, training, budgeting and equipment management utilizing MS Office software

**OPERATIONS COORDINATOR**

Manchester Veterans Administration at Pease Air National Guard Base (1996)

Was a key team member for the installation and operation of a new joint VA Medical & Air National Guard Clinic (14,000 square foot) at Pease where my responsibilities involved the effective execution of continuing mobilizations, demobilizations and deployments; establishment of Air National Guard computer programs tracking preventative health issues and the management and mobilization of assigned personnel for the purpose of completing projects.

**Education**

Community College of the Air Force  
Associates Degree – Allied Health Science

Senior Noncommissioned Officer Academy  
NCO Orientation Course – Management/Leadership Skills

**Computer Proficiencies**

Adobe Professional	Microsoft Excel
Microsoft PowerPoint	Adobe Photoshop
Postalsoft Business	Planet Press
Visual Merge	Microsoft Access
Microsoft Outlook	Microsoft Publisher
Visual Basic	

**References**

References and portfolio will be furnished upon request.