



Confidential Resume for Judith L. Trest

9842 Hibert Street #203

San Diego, CA 92131

(858) 689-1248

I have a background in business that encompasses a wide range of business markets. My skills in the Internet arena and Administration are varied and extensive. I am skilled at Internet Training, Web Page Development, purchasing of computer hardware and software, development of databases for various tracking functions, written employee and OSHA manuals, Provided research and problem solving techniques so streamline administrative functions such as billing reconciliation. Some of my internet training materials and Powerpoint Presentations are available for review on my web site ([Check out Judy's Training Materials](#)).

April 30 in Reno, Nevada USA.:Society Of Telecom Consultants (STC)
(<http://www.stcconsultants.org>). Jointly presented a workshop on "Mixing Voice & Data Using ATM Technology".

[Email Judy](mailto:judy@trest.com) (judy@trest.com)

Objective

To obtain a challenging position where I can provide extensive support utilizing my extensive Internet & Computer Skills to enhance your company's image in the electronic media world..

Education

Nashua Business School, Nashua, New Hampshire, BA General Business Development. 1968

Trest Consulting - Principal. October 1989 to Present

Assisted companies with administrative support by providing analysis and solutions to procedures, designing brochures and flyers, internet training, web page development and administrative support.

Staff Co-ordinator, Nippon ATMnet, Yokohama, Japan: January 1998-March 1999 Provide guidance in the development of the Japanese web page; Develop the English Web Page Version, Basic Internet Training; Provide development guidance for Electronic Commerce; Provide development guidance for Internet Telephony

Experience

Internet Product Development Coordinator; DataQuick. : 12/96-12/97

As Internet Product Development Coordinator for DataQuick, Judy played a single point of contact role between sales, programming & product development staff. Her duties involved the development & implementation of an Internet training program for sales & office staff within Dataquick Corporate & its regional offices. She also manages product development for general Internet products.. She manages enhancements & new links to our existing web page. Judy also supports the development & promotion of all Internet products & services as needs arise. Judy Trest brings to the DataQuick a 'virtual' array of marketing & operations expertise with a strong skill set in organizational, administrative & computer domains.

Center Coordinator, San Diego HyperMedia Center - McQuarterGroup. 7/96-12/96 HMC

Presentation to Potential Renters, T 1 Implementation , Network Setup , Direct Mail Program Implementation , Web Page Development & Maintenance , Marketing/ Telemarketing, Renter/Presenter Open House Coordination, Client Research via WWW, Construction Issues, Internet Training Seminar

I have the day to day responsibility for overseeing the implementation of Internet classes & the rental of the HyperMedia Center to organizations & companies. The tracking functions were developed utilizing FileMaker Pro - a database program for the Macintosh. I also developed a detailed WEB Site for the HMC & listed them with various search engines. As part of the WEB Page design, I set up an online registration system to be utilized in conjunction with our calendar of Internet classes. Additional responsibilities include a Power Point Presentation to potential clients, coordination of open house events, as well as coordination of direct mail campaigns & telemarketing efforts

Operations Manager; PDQ Contractors, San Diego, CA; 7/95 - 7/96

Online Bid Searches, Bid Preparation / Bid Bonds, Reps & Certs etc. WEB Page Development & Maintenance, Contract Management

Accounts Payable , Accounts Receivable - Invoicing

Facilities Management - Development of Drug Policy Manual

Health & Safety Manual Development , Payroll

I have the day-to-day responsibility for locating & soliciting bid opportunities in the public sector along with the accountability for tracking & contract preparation of all public bid documents. The tracking function was developed utilizing the First Choice database program. I established a detailed WEB Site for PDQ Contractors & listed them with several "Yellow Page" agencies for higher visibility on the Internet.

Additional day to day responsibilities in my current role include Accounting (Accounts Payable, Accounts Receivable, Payroll & Invoicing utilizing TCS Accounting Software & the First Choice database program), Human Resources, Purchasing, & Minority Certifications. I have also developed a Drug Policy Manual & Affirmative Action Plan for this small general contractor.

Office Manager Tri-County Drilling, Inc., San Diego, CA 9/91 - 7/95

Quotations, Invoicing, Collections/Small Claims Actions ; Scheduling , Preliminary Liens, Developed Employee Manual; Developed Health & Safety Manual , Facilities Management Maintenance Tracking , CalTrans Certification/Mobilization; DMV Registrations

As Office Manager at Tri-County Drilling, I have supervised a small staff of 2-3 employees. I have also researched & developed & instituted an Employee Manual, Drug Policy, Affirmative Action Plan & an OSHA Health & Safety Manual. I implemented & set up a LAN utilizing Windows for WorkGroups for this small 6 person office. In addition to setting up the LAN & e-mail/Internet access, I developed an extensive WEB Page presence for TCD. I have dealt with the Department of Motor Vehicles for multi-vehicle registrations & maintenance. I have also dealt with various State & Federal Agencies under both the OSHA & Human Resources functions.

Branch Administrator, Law Environmental, Inc., San Diego, Ca. 9/90 - 9/91

Facilities Management, Purchasing , Telemarketing; Lease Negotiations , Equipment Negotiations , Development of Marketing, Competitor Programs utilizing dBase III+ & FoxPro, Transportation Demand Management Feasibility Study , Solicitation Review, Search & Request

As part of my Branch Administrator's function with Law Environmental, I researched bid opportunities utilizing the Commerce Business Daily & pursued bid opportunities through the Contacts Influential periodical. I also handled all purchasing for this small 3-person office. I also researched & prepared a Transportation Demand Management Feasibility Study to determine if

this was an arena which Law Environmental could pursue as a project opportunity. I also handled lease negotiations for equipment & office space when the decision was made to change office locations.

Administrative Assistant, Great American Bank, San Diego, CA. 11/88-9/90

Employee Transportation Coordinator, Transportation Demand Management
Traffic Abatement, Disaster Recovery , Executive Resume Flow Review & Distribution,
Retirement/Recognition; Tracking of Funding Requirements , Officer Appointments ,
Development of I-9 Tracking System utilizing dBase III+

I provided administrative support to the Director of Human Resources & handled a variety of secretarial duties as part of that support. Additionally, I implemented & developed an I-9 tracking system utilizing dBase III Plus. Additionally, I was the representative for Great American Bank on the Traffic Abatement Committee for Downtown San Diego & as such was responsible for implementing rideshare policies.

Administrative Assistant, PURVIS Systems Incorporated, San Diego, CA. 12/82 - 7/88.

Industrial Facility Security Officer, Director of Personnel, PipeNet Administrative Support
Travel Coordination & Tracking , Facilities Management , RFP Search, Request & Track
Functions Utilizing CBD OnLine , Purchasing

I was appointed Industrial Security Officer in order to rectify an Unsatisfactory Rating with the Department of Defense. As such it was my responsibility to oversee the handling & accountability of all security clearances & classified material in the possession of PURVIS Systems. I also served as a Beta Test Station for PURVIS' e-mail program, PIPENET, developed for the Navy. Additionally, I also served PURVIS as the Director of Personnel. I was accountable for all personnel functions & paperwork on behalf of the San Diego Office. I also supervised a file clerk & receptionist. I also researched on-line access to the Commerce Business Daily & other bid sources to obtain bid opportunities for PURVIS Systems.

Executive Secretary, LOGICON, Inc., San Diego, California. 12/78 - 11/82.

Minutes of Monthly Staff Meetings , Preparation & Filing of SEC Reports
Preparation of Technical Reports , Travel & Meeting Coordination
Accounts Payable Expense Report Review & payment of checks
Maintenance & Update of DOD Industrial Security Visitor Clearances
Maintenance & Update of Performance Review Records & Library Data

Legal Secretary, Hampshire-Designers, Inc., Manchester, New Hampshire 10/73 - 4/78.

Assisted with Patent and Trademark Submissions, Employment Contracts for Sales
Representatives and Building Lease Contracts. Handled collections for the Billing Department as
well as Administrative Support to Senior Management in the Contracts and Financial
Departments.

Secretary to Project Manager, Sanders Associates, Nashua, New Hampshire, 10/64 - 5/71.

Typed classified technical reports and formulas for senior engineers. Handled and processed
classified documents. Maintained detailed records and accountability for over 1500 classified
documents.

Skills

Research, Analysis and solutions, Web Page Development, Internet Training, Web Page Development Training, Entry level UNIX/LINUX Server usage for development of web sites, Adobe PageMill, Adobe Photoshop, Adobe Photo Deluxe, Adobe Pagemaker, WebTrends, Homesite, UltraEdit, (MS Office 97 & MS Office 2000) MS Frontpage, MS Project, MS Access, MS Word, MS Excel, CGI, PHP, Eudora Pro, Exchange Mail, Netscape, Internet Explorer, Shorthand, Typing, Dbase III+, FoxBase Plus, FoxPro, Wordstar 6.0, WordPerfect 6.0, MS-DOS 6.0, Multimate Advantage II, Quattro Pro, Lotus 1-2-3, Allways, Paradox, SF254/255 Software, Procomm, Formtool, PrintShop, Fastback, DrawPerfect, OrgPlus, LapLink II, PipeNet, Windows, OCR Scanners (negative and flatbed).

WEB PAGES

[Judy's Web Site](#)

[James Jones](#)

[Pacific Resident Theatre](#)

[Crickard Family](#)

[Tri-County Drilling](#)

[Heather Curtin](#)

[Nippon ATMnet](#)

[Trest Family](#)

[Sun Technology Solutions](#)

[The Graney Family](#)

[NALA-PCA](#)

[Marisol Balistreri](#)

[Pilgrim Chapter OES](#)

[The Drowns Family Site](#)

[BDW Enterprises](#)

[Web Hosting/Trest Consulting](#)

[McQuarterGroup/HMC](#)

[White Lava](#)

[Dataquick](#)

[Walking Art](#)

Secret/Top Secret, DISCO, 1966 - 1988

**Previous Security
Clearances**

EMPLOYMENT HISTORY

NIPPON ATMNET	Shin Yokohama, Japan	45-474-4788	Takahashi Kimura
DATAQUICK	9171 Towne Centre Drive, Suite 404 San Diego, CA 92122	(619) 455-6900	Robbie Adkins Alisa Trejo
SAN DIEGO HYPERMEDIA CENTER McQuarterGroup	5752 Oberlin Drive, Suite 106 San Diego, CA 92121	(619) 450-0030	Lisa Lindgren, Director
PDQ CONTRACTORS	6185 Cornerstone Court East, Suite 101 San Diego, CA 92121	(619) 535-8159	Mrs. Debra Baldwin, President
TRI-COUNTY DRILLING, INC.	9921 Carmel Mountain Road #265, San Diego, CA 92129	(619) 271-0099	Ms. Sheryl Peterson, President
LAW ENVIRONMENTAL, INC.	10037 Barnes Canyon Road, Suite A, San Diego, CA 92121	(619) 587-9458	Mr. George L. Wessman Sr Environmental Engineer
GREAT AMERICAN BANK	600 B Street #2150 San Diego, CA 92183	(619) 231-6347	Mrs. Marilyn Allen, FVP, Director of HR
PURVIS SYSTEMS INCORPORATED	4715 Viewridge Ave San Diego, CA 92123	(619) 560-7400	Mr. Thomas F. Lettington General Manager
LOGICON, INC.	4010 Sorrento Valley Blvd. San Diego, CA 92138	(619) 455-1330	Dr. Donald L. Farr Corporate Vice President
HAMPSHIRE-DESIGNERS, INC.	540 N. Commercial St Manchester, N.H.	(603) 668-8411	Mr. John E. Ross Vice President Operations
SANDERS ASSOCIATES, INC.	95 Canal Street Nashua, N.H.	(603) 855-4321	Mr. Gerald Eckman Group Mgr Radiation Systems Div

MEMBERSHIPS
CEMA - Computer & Electronics Marketing Association
Internet Society
National Contracts Management Association - PURVIS Systems Incorporated
Industrial Recreation Council - PURVIS Systems Incorporated
Traffic Management Association - Great American Bank
Pilgrim Chapter No. 55, Order of the Eastern Star; Nashua, New Hampshire; Past Matron
Manchester Assembly No. 4, International Order of the Rainbow For Girls; Manchester, New Hampshire; Past Mother Advisor
El Cajon Valley Assembly International Order of the Rainbow For Girls; El Cajon, California; Past Mother Advisor
Grand Assembly of New Hampshire, Past Secretary of the Grand Executive Committee for the International Order of the Rainbow For Girls & Past Grand Secretary of Grand Representatives

Personal & Professional References

Name	Email Address
Marisol Balistreri	mbalistr@ucsd.edu
Janie Blessinger	janie@mcqtr.com
Diane Cunningham	diane@technoweenies.com
Trudy Gerovske	trudy@trest.com
Thomas Lettington	tom@tfl.net
Lisa Lindgren	lindgrn1@popd.ix.netcom.com
Maxine Lister	napa112@aol.com
Julia Rapolla	jrapolla@rcisd.com
Patty Wernet	patty@san.rr.com
Ty Wernet	wernet@san.rr.com
Joe Austin HTML Script Corporation	(619) 490-2571 joe@htmlscript.com joe@miva.com
Rick MacDonald Dataquick/Washington	rmacdonald@earthlink.net
Robbie Adkins Suzys Zoo (Formerly Dataquick)	619) 452-9401 - robbieadkins@home.com
Bruce Dain Dataquick/Axciom 9171 Towne Centre Drive, Suite 404 San Diego, CA 92122	bdain@dataquick.com

Salary History		
PURVIS Systems Incorporated	12/1/82	\$20,000
	12/1/83	\$22,000
	12/1/84	\$24,000
	12/1/85	\$26,400
	12/1/86	\$29,000
	12/1/87	\$30,300
Great American Bank	12/1/88	\$30,000
	12/1/89	\$31,000
Law Environmental	9/17/90	\$30,000
Tri-County Drilling	9/91	\$20,000
	7/95	\$26,000
PDQ Contractors	7/95	\$30,000
McQueterGroup	7/96	\$32,000
Dataquick	12/96	\$32,000
	6/97	\$35,000
Nippon ATMNet	3/98	\$50,000