

Ann Elise Sirinides

88 W. Summit Avenue, Midland Park, NJ 07432

201-445-5449 (home) / 201-456-2441 (cell)

a.e.sirinides@gmail.com

IT APPLICATIONS ANALYST

Expert, reliable IT application support, system administration, document management, training

Senior IT Professional in Pharmaceuticals: system administration, software upgrades, validation, user account management, access control, records retention, user training, user forums, vendor interface, troubleshooting, training materials, SOPs, test plans, first-line support for applications and systems:

- Documentum – electronic document management system; expert knowledge through version 5.2.5
- Unatime/Unanet – time-tracking application; expert knowledge through version 7.4.9
- VG Multichrom – analytical chemistry laboratory data collection system

PROFESSIONAL EXPERIENCE

MERCK & CO., INC, Whitehouse Station, NJ

1997–2008

Senior Applications Analyst

- Documentum System Administrator for Central Engineering and Merck Manufacturing Division:
 - Designed Engineering docbase of 200k documents in sync with Records Retention requirements
 - Kept the system running smoothly for 500+ users worldwide, monitored UNIX system, developed DQL scripts, provided on-the-spot assistance
 - Installed software updates, performed acceptance tests, migrated docbase of 200k documents with no down-time for customers
 - Developed and maintained SOPs and training materials; ran training classes for employees and vendor partners
 - Maintained communication channels via monthly customer group meetings
 - Wrote troubleshooting instructions for central help desk
- Unatime/Unanet System Administrator for IT Division:
 - Co-wrote SOP and validation/acceptance test procedure
 - Provided system administration for approximately 400 users worldwide
 - Generated summary reports for managers on usage and project charges Encouraged full compliance with an automated reminder system
 - Member of team that kept system synchronized with capital and expense databases

- Minitab Statistical Software System Administrator for all of Merck
 - Received award from Six Sigma team for developing efficient methods to install and troubleshoot Minitab
 - Managed license distribution for over 400 users worldwide
 - Tested & installed updates, provided troubleshooting instructions
- Administrator for various applications (including Business Objects and in-house apps) used to track engineering project safety, expenses and progress; managed user accounts for approximately 100 users.

BRISTOL-MYERS SQUIBB CO., New Brunswick, NJ

1989-1997

Senior Analyst

- VG Multichrom System Administrator for Analytical Chemistry department:
 - Managed VAX computer system for approximately 200 users
 - Maintained user accounts and privileges
 - Installed and tested software and operating system upgrades
 - Created user training materials and ran training classes
 - Developed procedure for calibration of data collection devices; carried out yearly calibration for over 50 devices; maintained calibration records for QA
- Documentum System Administrator:
 - Managed user & group security
 - Provided training classes for approximately 50 users

SINGER-KEARFOTT CO., Totowa, NJ

1984-1989

Specification Engineer

- Developed VAX scripts (DCL language) to automate and streamline department's tracking of software documentation
- Security clearance, level Secret

TRAINING & PROFICIENCIES

System Life Cycle (SLC); Current Good Manufacturing Procedures (CGMP); coursework in IT Infrastructure Library (ITIL) & IT Project Management; Documentum Foundations & System Administration; SQL Navigator; Minitab; VG Multichrom System Administration

EDUCATION

- Postgraduate coursework (non-matriculating) in Computer Science, Stevens Institute of Technology
- MS, Geophysics, SUNY at Stony Brook
- BA, Physics, Rutgers University