

**DEBRA J. SCHWEIGER**

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Multi-skilled, personable, and industrious individual motivated to utilize her training, writing, computer, and organizational skills in a dynamic IT environment.

***EMPLOYMENT HISTORY***

**Corporate/Business**

**AMDOCS Corporation, Champaign, IL** **11/99 to Present**

**Documentation Specialist/Project Coordinator**

Writer of Nextel and Voicestream software release notes, enhancements, and manuals.

- ◆ Verify defects and release modifications using SQL, UNIX, and ClearCase.
- ◆ Train clients and trainers on software modules using Powerpoint and workbooks.
- ◆ Utilize Framemaker, Word, VISIO, and Paintshop Pro software to construct large (400–page) computer manuals comprised of screen shots, diagrams, and procedures.
- ◆ Proofread and edit customer training documentation.

**Documentation/Product Support Representative** **08/97 to 11/99**

Product liaison and one-on-one trainer for three cellular company clients.

- ◆ Assisted with implementation and troubleshooting of release rolls.
- ◆ Critiqued release, schema, and tables documentation for clarity and accuracy.
- ◆ Conducted computer-based training for product support peers using Powerpoint.
- ◆ Initiated resolution of release, migration, and defect-related concerns with production programming staff.

**TNI (Trans-National Investments), Minneapolis, MN**

**Executive Director/Owner**

**06/86 to 08/97**

Founder/developer of an international marketing and training service.

- ◆ Designed, authored, and published business training/promotional materials.
- ◆ Trained business owners on topics of management, goal setting, promotion, and sales throughout the U.S. and Mexico. Presented training to groups of 5 to 500 in size.
- ◆ Supervised all staff, inventory, budgeting, and accounting functions.
- ◆ Generated an annual sales volume of \$.5 million.

**Group Health, Inc., Minneapolis, MN**

**01/83 to 06/86**

**Senior Fiscal Analyst**

- ◆ Developed budget development instruction materials. Authored the GHI Corporate Budget Manual.
- ◆ Conducted computer-based budget training for management and administrative staff.
- ◆ Corporate-wide budget consultant to clinic managers and support services personnel.

## Government

**Minnesota Legislative Audit Commission** **10/80 to 12/82**  
*Program Evaluation Specialist*

- ◆ Conducted program management audits of secondary vocational education, chemical dependency, and state health care programs.
- ◆ Authored and published program audit reports for the legislature.

**Kentucky Legislative Research Commission** **03/78 to 08/80**  
*Fiscal Analyst/Program Evaluation Specialist*

- ◆ Project manager of a statewide study on special education.
- ◆ Testified before the Joint Legislative Subcommittee on Education.

**Illinois Senate Appropriations Committee** **09/75 to 04/77**  
*Budget Analyst/Local Government Committee Staff*

- ◆ Conducted agency budget interviews, drafted legislation, and staffed committee hearings for the Appropriations and Local Government Committees.
- ◆ Analyzed \$1 billion of the governor's annual state agency budget requests.

## **COMPUTER SKILLS**

- ◆ **Publishing Software** Framemaker, Word 97/2000, Publisher 2000, Adobe Acrobat, Adobe Photoshop, Paintshop Pro, VISIO
- ◆ **Internet** Claris Home Page, HTML (recognition), Front Page
- ◆ **Microsoft** Windows 98/NT, Access, Excel, Outlook, Project, Powerpoint
- ◆ **Other software** UNIX, SQL, Vi Editor, Clear Case, Lotus Notes, Quintas 5.0

## **EDUCATION**

**Master of Public Administration/Public Finance M.P.A.** **GPA 4.75**  
University of Illinois, Urbana-Champaign, IL  
*Coursework:* Budgeting, finance, personnel policies, organizational behavior.

**Bachelor of Political Science/English/Economics A.B.** **High Distinction**  
University of Illinois, Urbana-Champaign, IL  
Charles E. Merriam Scholar (*writing/research recognition*) ◆ Illinois State Scholar

References available upon request.