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CAREER OBJECTIVE

A challenging position within a company where my precise technical abilities, analytical abilities, managing experience, strong knowledge of computers and general office procedure can be utilized to their fullest capacity.

SUMMARY OF QUALIFICATION

A professional Kaiser employee, with several years' customer service background, people oriented, self driven, and well versed within the Kaiser Multi-Network System. Major Strengths included: Analytical and conceptualization abilities, Several years customer service, Interpersonal and motivational skills, Multi-task management, Excellent presentation Skills, Outstanding computer skills, Strong verbal and written skills, Goal oriented, Team Player

WORK EXPERIENCE

Kaiser Permanente

Data Quality Coordinator/Pharmacy Analytical Services 08/00-Present

Assigned to check the quality and integrity of 90% of the oracle databases. Working in both environments, production and development, in order to maintain a high quality assurance. Programming in Visual Basic. Using ADO to interface with the oracle and access databases. Programming is ASP to develop quality assurance web sites. Utilize ASP and XML in most of the web site projects. Programming SQL queries to maintain all data bases using store procedures, PL SQL. Generating storage for new databases in oracle, assigning table spaces and indexes for these tables as well. Working with flat files extracted from VSAM. Generating visual basic programs to filter the information and loading them to our oracle data bases.

Kaiser Permanente

Unit Manager/Internal Medicine 2/98-08/00

Assigned to design, install and operate the inventory activities for Internal Medicine as well as managing six different budgets. Analyzing and diagramming cart items in order to improve service and maintain an outstanding budget. Also, instructed nurses the proper way of handling and utilizing items on item carts. Meeting vendor's representative in order to select the best quality and low cost product for Internal Medicine. Generating and presenting budget reports to the department administrator. Utilized several systems as Focus, Materiel Management System(MMS), Electronic Data Interface(EDI), System Archival Retrieval(SAR), and Financial System(FD01) in order to keep track of the utilization cost as well as capital equipment. Assisting the department administration in staff operations. Coordinating, implementing and teaching non-payroll related financial strategies in order to decrease actual spending in the whole Kaiser Bellflower Area.

Kaiser Permanente

MSA Project Liaison/Materials Management 8/97-2/98

Assigned to evaluate and analyze Bellflower Hospital Budgets. Providing assistance to the department administrators in regards to their budgets. Also, presenting detailed documentation to the department administrators. Gathering information utilized to maintain an outstanding control over the department's entire budget in the Bellflower location. This includes a variety of reports extracted from Focus (System that contains Kaiser Libraries), Purchases, Item, Inventory and PO activity, and Office Depot reports. Creating, Updating the entire MSA data base utilized to provide better analytical information to the Department Administrators and Service Line Leaders. Utilized several systems as Focus, Materiel Management System(MMS), Electronic Data Interface(EDI), System Archival Retrieval(SAR), and Financial System(FD01).

Kaiser Permanente

Linen Liaison/Material Management 8/95-8/97

To assist and support the linen manager in daily Tri-Central MSA (Harbor City, Bellflower, and Baldwin Park) Linen Operations. Organize and coordinate transportation of various urgent and non-urgent linen items. Assist with the implementation of linen procedures within the Tri-Central MSA, by adjusting their par levels, supplementing them with linen, linen carts, equipment and paperwork. Monitor and track linen usage for the entire MSA through the bar-coding system. Compile monthly data for non-payroll purposes. Monitor several monthly, quarterly and year-to-date analytical reports and expenditures. These reports included recharges, replacement charges and monthly summaries. Support the linen staff with customer service issues and problem solving. Utilized several systems as Focus, Materiel Management System(MMS), Electronic Data Interface(EDI), and Financial System(FD01)

COMPUTER SKILLS

Computer Languages: Object Oriented Programming, Visual Basic, Java, C++, ASP, Cold Fusion, VSAM, Focus, Oracle, SQL, Access, Visual Fox-Pro, Visual Basic Script, Java Script, HTML, XML, D-base, Fox-Base, Fox-Pro, Qbasic, Visual Basic, Fortran, Pascal, Cobol. Packages: All Microsoft Office Products.

EDUCATION

Institution	Earned
Cal State University Dominguez Hills Carson, CA	BS Degree Earned: Currently attending
Cerritos College Norwalk, CA	Associate in Arts(Computer Science) Earned: Diploma
United Education Institute Huntington Park, CA	Computer Office Specialist Earned: Certificate
Evans High School Los Angeles, CA	General Education Earned: Diploma
Instituto de Bachillerato en Computacion Guatemala, Guatemala	Computer Programming Earned: Certificate
Instituto de Bachillerato en Computacion Guatemala, Guatemala	Bachiller Industrial Earned: Diploma

PROFILE

Committed to doing the best job I can, good people skills, team player, goal oriented, excellent presentation skill, Superb management experience, outstanding computer knowledge, positive attitude, strong sense of responsibility, self-motivated, and committed to on-time performance.