

Cristelia Z. Hinojosa

Kingsville, TX 78364
361-455-9956 (C) 361-221-9291 (H)
crissyzarate@yahoo.com

QUALIFICATIONS

- Experience in project management, system design and software implementation
- Background evaluating business processes and implementing technology systems to gain efficiency

EXPERIENCE

Texas A&M University – Kingsville

June 2011-Present

- Lecturer, Information Systems, College of Business
 - Lecturing undergraduate information systems courses * Developing online courses for the Information Systems department using the Desire2Learn Learning Management System

Bay Ltd. (Berry Contracting Company)

June 2011-Present

- Consultant – Business Systems Analysis
 - Evaluating and documenting business and system processes and recommending more effective procedures and technology systems to increase efficiency and standardize processes

Bay Ltd. (Berry Contracting Company)

Dec 2008-June 2011

- IT Project Manager
 - *System Implementation:* Implemented company-wide document imaging system * Implemented paperless processing and automated workflows of all company * Created tracking system for automated forms * Implemented invoice routing system * Automated termination process by integrating multiple independent systems which reduced processing time from three weeks to hours * Redesigned company website and intranet
 - *Software/System Evaluation:* Evaluated software and determined best technology solutions for company * Developed RFIs and created business case proposals that illustrated return on investment * Served on ERP evaluation team to recommend most adequate accounting system
 - *System Design:* Incorporated best practices and worked with multiple business units to develop systems and system interfaces * Designed databases for information tracking * Redesigned reports produced from financial system to generate more meaningful data * Utilized SQL to integrate other software with accounting system and reduce redundancy and manual data entry * Developed implementation plans for rolling out software to multiple job sites including those with limited computer access
- Business Systems Analyst
 - *Technology Improvements:* Reduced manual/transactional processes by utilizing technology to automate procedures and allow employees to transition into more strategic roles * Raised management's knowledge level about the functionality available in computer systems
 - *Training:* Developed material and conducted user training to improve productivity, communicated processes and facilitated change management * Created "Bay University" to provide continuous training for onsite and offsite employees on software, systems and procedures

Advanced Acoustics Concepts

Jan 2005- Dec 2008

- Project Management
 - *Project Development:* Worked for a defense contracting company to develop and manage multi-million dollar projects involving sonar surveillance systems and simulation/stimulation training for detecting underwater threats
 - *Schedule Management:* Generated and managed multiple contract schedules, budgets and spend plans to report to government customers

- *Risk Management*: Evaluated project milestones, cost, and technical performance risks items * Developed mitigation options and plans
- *Cost Management*: Provided financial analysis of tasks throughout life of contract * Created and maintained financial plans based on risk analysis and staffing * Generated metrics for upper management and customer visibility
- *Status Reporting*: Developed organizational diagrams including Work Breakdown Structure * Performed Earned Value Management lite * Created program status reports
- Business Development
 - *Business Expansion*: Developed and implemented procedures for identifying, monitoring, screening, appropriately disseminating and tracking new business opportunities
 - *Customer Liaison*: Interacted with customers and subcontractors
 - *Employee and Intern Recruitment*: Attended job and career fairs * Developed, mentored and managed intern program * Nurtured and sustained university relations
- Contract Administration
 - *Contract Development*: Created technical and cost proposals * Assisted customer in preparing statement of work * Wrote contract modifications * Analyzed resource allocation and tasking to create estimates for bidding
 - *Contract Management*: Ongoing management of tasking and deliverables as specified in the program contract

NASA/ Texas Space Grant Consortium Design Team

Aug 2003-June 2004

➤ Operations Lead

- Worked in multidiscipline engineering team to build high altitude satellite to retrieve real time telemetry

Advanced Acoustic Concepts

June 2002- Dec 2004

➤ Intern/Part Time

EDUCATION

AACSB Bridge Program – Professionally Qualified Certificate

George Mason University- May 2011

Master of Business Administration

Texas A&M University-Kingsville – December 2005

GPA-4.0

Bachelor of Science in Computer Science – Engineering

Texas A&M University-Kingsville – May 2004

GPA- 3.7

Summa Cum Laude

Completion of Project Management Continuous Learning Modules

(Defense Acquisition University)

- | | | |
|-------------------|------------------------|----------------------------|
| * Risk Management | * Analyzing Profit/Fee | * Cost Analysis |
| * Cost Estimating | * Intro to EVM | * Work Breakdown Structure |

COMMUNITY AND PROFESSIONAL ORGANIZATIONS

- Project Management Institute
- Construction Financial Management Association
- Institute of Electronics and Electrical Engineers
- Del Mar Foundation Board of Trustees
- Spaulding for Children Advisory Board
- Junior League of Corpus Christi

- Corpus Christi YWCA Board Member
- USS San Antonio Commissioning Team

ADDITIONAL SKILLS

- **Computer Software and Languages:** MS Project, Visio, Computer Guidance Corporation CMS Accounting (ERP) System, Construction Imaging System Computer Document Manager, Formatta, Primavera Scheduling (P6), MS Visual Studios, MS Office, Adobe Pro, Desire to Learn LMS, C, C++, Assembly, ADA, Visual Basic, Python, HTML, COBOL, XML, Maple, Object Oriented Design, SAP Value Academy
- **Government Security Clearance** (Secret Level) 2006

REFERENCES

Available upon request