

CYNTHIA MANIKA

SOFTWARE TRAINER & EDUCATION CONSULTANT



Cynthia has over 17 years experience in computer software training and an additional 15 years in training, sales and sales training. As Director for a computer software training company, she was responsible for sales, courseware development, skills assessment programs, classroom training and running the day-to-day operations of the organization. She has a strong and dynamic presence in the classroom but encourages a relaxed and open environment for asking questions. Her extensive consulting work with databases, website development and project management give her a comprehensive understanding of how to assist businesses with implementing technology effectively. Her facilitation style and strong technical background allows her to impart real-world knowledge to the classroom training experience.

BACKGROUND

TECHNOLOGY	PROFICIENCIES	OTHER KEY EXPERIENCE
<ul style="list-style-type: none"> ▪ DOS, Windows, Mac, OS/2, Vista ▪ Microsoft: Word, Excel, Access, Project, Outlook, PowerPoint, Publisher, FrontPage ▪ Lotus: Ami Pro, Word Pro, 1-2-3, Approach, Freelance ▪ Quattro Pro, WordPerfect, FoxPro, Paradox, Q&A, dBase ▪ Dreamweaver, UltraDev, Fireworks, Flash ▪ Harvard Graphics, Persuasion ▪ Photoshop, Illustrator, Freehand, Corel Draw, PageMaker, Quark, InDesign ▪ PDA ▪ Lotus Notes, ccMail, Organizer ▪ Proprietary and Custom Software ▪ Siebel based applications 	<ul style="list-style-type: none"> ▪ Training, Consulting and Development: <ul style="list-style-type: none"> ○ Project Management ○ Database Design ○ Courseware Development ○ Graphics, Flash ○ Website Design ○ E-commerce ▪ Project Management – creating, managing and tracking in project files national and international (<i>software/hardware upgrade rollouts, commercial construction, and corporate relocation</i>) ▪ Documentation Development and Technical Writing <ul style="list-style-type: none"> ○ Step by step ○ Practice labs ▪ File conversion projects ▪ Instructional Design 	<ul style="list-style-type: none"> ▪ Project Management (<i>training & software development</i>) ▪ Training Program Development (<i>technology & courseware solutions, skills assessment</i>) ▪ Forecast models in Excel ▪ Sales and Sales Training ▪ Train the Trainer facilitator ▪ Use Case Scenarios <ul style="list-style-type: none"> ○ Document Use Case for each event/response in desired format ○ Step by step handling of each user scenario ○ Misuse case scenarios ▪ PMBOK classes ▪ Migration to Vista/Office 2007 for corporations ▪ Web sites