



Prince H. Marshall, Jr.

Goal: To obtain positions that offer the opportunity to fully utilize my unique mix of skills, experience and knowledge to benefit and enhance my employer's projects, programs and goals.

Long Term Temporary & Freelance Employment

- **ASCTFS/Accounting Statistics Co., Inc. 2004-Present. *Network Administrator/Database Manager and Marketing Consultant.*** Duties include: Upgrade of Windows 98/2000 network to Server 2003 network running Windows 2000 and Windows XP clients; tech support on various PC applications and hardware support on all systems; maintenance and design of internal marketing and client database systems; managing direct marketing campaigns and other sales activities.
- **Accounting Statistics Co., Inc. 2000-2004. *PC Systems Administrator/Database Manager and Marketing Consultant.*** Duties included: Upgrading Windows 95 network to Windows 98; upgrading installed applications; tech support on various PC applications; expedite transmissions via PC to the IRS for Electronic Federal Tax Payment System (EFTPS); facilitating PC ACH Direct Deposit transmissions; maintenance and design of internal marketing and client database systems; managing direct marketing campaigns, including: calls, prospect visits and other sales activities.
- **David Marin Associates. 2000. *Account Representative/Recruiter.*** Responsible for acquiring listings from new and existing accounts. Researched, screened and recruited applicants for available positions. Established basic website to afford the firm a web presence. Duties included: cold calling prospective clients and facilitating fee agreements; follow-up on existing clients to obtain listings; locating qualified candidates in internal and external databases; conducting phone interviews and arranging client interviews.
- **Accounting Statistics Co., Inc. 1999. *Sales Representative/PC and Internet Coordinator.*** Duties included: Maintenance of a Windows 95 based network; training staff for PC applications and writing technical manuals for internal applications/procedures; developed, maintained and expedited Microsoft Access handling of AS400 data for transmission via PC to the IRS for Electronic Federal Tax Payment System (EFTPS); facilitating PC ACH Direct Deposit transmissions with imported data from the AS400; maintenance and design of internal marketing and client database systems; website and collateral material design; managing direct marketing campaigns, including: calls, prospect visits and other sales activities.
- **Merrill Lynch. 1998. *Executive Assistant.*** Supported Vice Presidents and Managers in the Media Relations department. Duties included: daily financial sector publication and Internet research; routing press inquiries; press conference and interview coordination; creation of collateral materials; maintenance of press contact databases.
- **Accounting Statistics Co., Inc. 1996-1997. *Consultant.*** Established Windows 95 PC network. Designed data-bases and trained staff for PC use. Set up direct marketing mailing system. Assisted in customer service operations.
- **Women's World Banking. 1995-1996. *Systems Support Technician.*** Duties included: hardware and software troubleshooting; hardware and software installations; desktop and laptop maintenance and repair; system backups; document and manual development; systems training, LAN installations; website design.
- **Chase Manhattan Bank. 1995. *Systems Operator.*** Duties included: run batch jobs producing documents and magnetic media related to Trader, Loan Systems and Precious Metals support; distribution; network backups; Microsoft Office technical support.
- **Citibank. 1994. *Administrative Assistant.*** Supported the Global Implementations and Electronic Banking Support groups. Duties included: routing customer technical inquiries; internal department Microsoft Office technical support; processing implementation documents; creating forms and information packets; conference coordination; database maintenance; hardware and software purchasing; accounts payables disbursements and reconciliations.

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Employment

Horizon Meat and Seafood, Inc. 569 Acorn St., Deer Park, N.Y. 1999. *Independent Distributor.*

Self-employed distributor of high-ticket gourmet meat and seafood in bulk.

- Responsible for establishing and maintaining own client base.
- Expediting the resolution of all customer issues.
- Door-to-door residential and commercial walk-in sales.
- Inventory, refrigeration and vehicle maintenance.
- Maintaining customer database.
- Regular follow-up calls and visits to customers to elicit orders.
- Reconciled account payments by cash, check and credit cards with wholesaler.

Hanson Silver Strong & Associates, Inc. 34 Washington Road, Princeton Junction, New Jersey. 1989-1994.
(Held two positions.)

Associate, Research & Publications.

- Coordinated transition into new facilities, purchased and installed hardware, upgraded software. Established Macintosh LAN.
- Advised on and implemented administrative procedures needed to efficiently operate the business from the new facilities.
- Generated marketing and promotional materials, product order forms and publication catalogs.
- Advised on the lease-purchase negotiations with Xerox for a Docutech and 5390 imaging systems.
- Oversaw installation of, and training for, the 5390 at the end of the negotiations.
- Established a computer tracking system for costs and volumes for the 5390 and the publications inventory.
- Coordinated client training workshops, seminars and yearly international educational conference.
- Provided tech support; trained staff to match existing publication formats, quality and maximize use of system capabilities.
- Produced workshop and seminar materials and began revision of the Teaching Styles and Strategies manual.
- Revised materials previously produced by myself and others and created in-house archives for the masters.

Office Manager and DTP Manager. 101 Cedar Lane, Teaneck, New Jersey.

- Managerial duties included: establishment of new branch office; purchasing equipment and software; computer operation and troubleshooting; vendor relations; hiring staff; client service; workshop, seminar and conference coordination; bookkeeping and record maintenance.
- Publishing duties included: company software and technical support; layout design for all publications; editing & proofing; service bureau liaison; graphics scanning and editing; generating masters for printers; file conversions.

Skills (IBM and Macintosh)

- **Software** - Windows 3.x/95/98/NT/ME/2000/XP/Server 2003, Microsoft Word/Publisher/Excel/Powerpoint/Access/Outlook/BCM, Wordperfect, Pagemaker, Amipro, Filemaker Pro, ClarisWorks, Paradox, Notes, OmniPage, EFTPS Batch Filer Tool, ACH EFT Online, Photoshop, Acrobat, various graphics packages, various communications packages, various network packages.
- **Hardware** - IBM system/peripheral installation and configuration, system troubleshooting, software and expansion hardware installation.