

## Doyle Cozadd

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### Profile

Passionate teacher with experience in high school classroom and lab, industrial chemistry and software customization and documentation. Liaison with technical product developers to troubleshoot and customize databases, websites and bulk-email systems. 20 years experience with individual and small-group end-user support. Flexible and versatile, adapting quickly to changing business demands.

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### Skills

Academic lab experience with general, organic and physical chemistry with wet lab, qualitative analysis and a variety of instrumentation. Industrial chemistry. Formal and informal teaching and presentations, training, end-user technical support, technical documentation; MS Office; database management; Crystal Reports; publication layout, Photoshop, Quark, FOCUS mainframe language; html, Dreamweaver

Typing: 70 wpm

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### Professional Experience

**Electrochemistry:** Quantitative analysis of plating baths, pre-plate and electroless copper plating and trace metal AA analysis

**Teaching:** High school general and advanced chemistry with labs

**Database Creation and Customization:** Computerized Washington University's INS forms processing for international students and scholars, including interfacing with the University Student Information System and Financial Information System. English as a Second Language testing results were also included.

**Technical Writing:** Data dictionary and end-user documentation, articles for print and web publication, copy editor for Psychology textbook

**Technical Support:** end-user application support and documentation. Variety of programs including MS Office, Photoshop, Quark, proprietary databases, Crystal Reports and web development, as well as first-level hardware issues

**Data Entry and Reporting:** Generated all visa eligibility documents for incoming students and scholars at Washington University, development database for a national nonprofit (briefing reports and custom reports), donor database data entry, mailing lists and custom reports for Habitat for Humanity St. Louis

**Development Research:** corporate and philanthropic trends, strategic analysis regarding potential and current sponsors, students and alumni constituencies; statistical analysis of surveys and other data

**Guest Lecturer** (university-level classes): photojournalism, art & philosophy/religion, self-defense

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### Employment History

5/2002 – 6/2007	<i>Habitat for Humanity St. Louis</i>	Development/Database Associate, Staff Photographer
10/1998 – 4/2002	<i>Consortium for Graduate Study in Management</i>	Associate Director of Research
1980-2002	<i>Jane Loevinger, Washington University Dept. of Psychology</i>	Consultant/Research Assistant
1988-1997	<i>Washington Univ. Intrn'l Office</i>	Documents Coordinator/Technical Support/Newsletter Co-editor
1984-87	<i>Siegel-Robert Plating Company</i>	Chemist
1980-83	<i>Northwest R-I High School</i>	Chemistry Teacher/Cross-Country Coach

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### Education

<i>Truman State University</i>	1980	B.S.Ed. in Chemistry (cum laude)
<i>Central Christian College of the Bible</i>	1997	B.A. in ministry
<i>Missouri Tech</i>	2009	<i>Electronic Service Technician Diploma</i>
	Currently enrolled	<u>AA in Electrical Engineering</u>

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### Community

Board of Directors	The Media Guy, Inc.
Board of Directors	Cervantes Free University

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**Past Volunteer/Part-time Experience**

Science Center, Mad Scientists, board of directors of Explorer's Post for Modeling and Photography, Open Door Art Studio (open studio for people with mental illness), music ministry at Gateway Christian Church