

ALISON LEE FREEMAN

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OVERVIEW

A consultant and professional musician with over twenty-five years experience managing people and equipment for small and medium sized enterprises.

EXPERIENCE

Owner

2001-Present Back River Music Works Georgetown, ME

- ❖ Performer, presenter, consultant, and voice teacher
- ❖ Entertainment services, seminars, workshops, and private instruction

Director of Information Systems

1996-2001 DiGiorgio Associates Inc. Boston, MA

- ❖ Recommended, purchased, installed, and maintained all IS/IT equipment
- ❖ Monitored all physical network, computer, telephony, copier, and fax hardware components and attached systems; Checked error logs; Kept records of parts replaced, error messages, and equipment problems; Scheduled or carried out routine maintenance; Managed service contracts on equipment
- ❖ Assessed need for and recommended purchase of new equipment; Budgeted and coordinated equipment purchases; Received new equipment and performed installation
- ❖ Prepared, tested, and documented disaster recovery procedures; Maintained data archives
- ❖ Set company IS standards and policies and maintained the IS Standards Manual
- ❖ Trained users on new equipment and software

Bookkeeper

1991-1995 DiGiorgio Associates Inc. Boston, MA

- ❖ Responsible for accounts payable, subcontractor payables, and general bookkeeping
- ❖ Maintained finance department's Novell network and Timberline software

Sales Auditor and Buyer of Stationary and Dry Goods

1987-1991 E. U. Wurlitzer Music and Sound Boston, MA

- ❖ Audited sales utilizing point of sale technology
- ❖ Purchased and distributed office supplies
- ❖ Maintained phone and voice mail systems; Responsible for back up of POS system

Manager

1983-1987 USA Cinemas Boston, MA

- ❖ Managed all aspects of daily operations, including: staffing, training, scheduling, customer service, payroll, banking, ordering supplies, inventory, security, crowd control

EDUCATION AND TRAINING

- ❖ Bachelor of Music, Voice Performance Boston University Boston, MA
- ❖ Novell NetWare 4.x CNE Coursework BU Corporate Education Boston, MA
- ❖ Linux Fundamentals & System Administration MIT IS Training Services Cambridge, MA

SUMMARY OF TECHNICAL QUALIFICATIONS

- ❖ Windows OS including Vista 64, Mac OS X, MS Office, OpenOffice, server based email, voice mail, anti-virus, point of sale, and accounting systems; Networked peripherals including printers, plotters, scanners, Palm devices, and Linksys wireless solutions