

**Fred Pierre**    [fredpierr@gmail.com](mailto:fredpierr@gmail.com)  
Information Technology Administrator

B.A. in Philosophy - Pomona College 1989  
*msg:* (330) 552-8043

### ***Employment History:***

**Office Manager - Access Techniques**    October 2022 - Feb. 2023

214 Cherry St, Kent, OH 44240    *Owner*, Bob Batian (330) 678-5500

**Facilitate Staff Meetings**, schedule appointments and service calls.

**Quickbooks Online:** Payroll, Receive Payments, Pay Bills, Schedule Invoicing.

**Network Security** for Card Access Systems.

**Assistant Head of Library Systems - Stow-Munroe Falls Public Library**

2011 - 2022,    3512 Darrow Rd, Stow, OH 44224    (330) 688-3295

**Information Services Expert:** Catalog, database and archival systems.

**2022 Data+ Certified** by CompTIA

**Enterprise Resource Planning:** Research, pricing & implementation.

**Website admin**, webserver installation, Drupal CMS built on LAMP stack.

Social media moderator.

**Educator:** Trained library staff in Microsoft Teams, Office and Apps, Cybersecurity, Sharepoint sites, Microstrategy business intelligence tools and Augmented Reality.

**Led tech symposium** for NEO-RLS. Technical Writing samples *available by request*.

**Manager Buyer** 1998-2009, **President** and **Treasurer** 2018 to 2023

**Kent Natural Foods**    151 E. Main St., Kent 44240 - (330) 673-2878

- **Interviewed, hired, and disciplined staff** as personnel rep.
- **Led \$160,000 Comprehensive Facilities Renovation.**
- **Led Customer Service Initiative** resulting in six years of growth.
- **Led the Corporation through Covid** by developing online ordering.
- **Obtained PPP & Pandemic Assistance Grants** to plug 2019 budget.
- **Facilitated Hundreds of Board Meetings** both online and in-person.
- **Educator:** Trained staff to use the Lightspeed point-of-sale system and inventory functions.

## **Relevant Experience**

### **Treasurer & Senior Trustee** 2000 to Present – **Standing Rock Cultural Arts**

- **Composed 2019 Strategic Business Plan** w/KSU Associate Dean Marie Bukowski
- **Website Administration** for StandingRockArchives.net

### **Chief Financial Officer** 2008 to present – **Kent Cooperative Housing**

- **Trained members** in organizational governance and meeting facilitation.
- **Priced, Proposed & Directed 3.2kW solar power installation** and the purchase of three co-op houses.

### **Google Quality Rater** Remote (telecommute) 2005 to 2006

- **Assessed thousands of websites** for spam, hate, design and search relevance.

### **Adobe Systems Customer Support** 1994 to 1996

- **Wrote technical documentation** for the Adobe knowledgebase.
- **Educator:** Led All-Staff training on PDF customization.
- **Wrote web design tutorials.** Tested early versions of InDesign and Dreamweaver.

### **Breakneck Creek Watershed Coalition Coordinator** 2004 to 2006

- **Convened monthly meetings** of federal, state, county, township, municipal and University watershed stakeholders.
- **Wrote RFP and selected contractor** to perform Breakneck Creek wetlands assessments, yielding **120 acres protected**.
- **Met with Kent State officials** to protect 29 acres of wetlands, north of Kent State stadium.

## **Professional References:**

Kent State College of Arts Associate Dean and Professor **Marie Bukowski**

*References by Request*

Standing Rock Cultural Arts Director **Jeff Ingram**

*References by Request*

Former Kent Cooperative Housing Coordinator **Julie Morris**

*References by Request*

## **Personal References:**

Ideastream Midday Radio Host **Jeff St. Clair**

*References by Request*

Kent State University Wick Poetry Center Director **David Hassler**

*References by Request*

Kent State University Professor Emeritus **Janice Lessman Moss**

*References by Request*