

RESUME

Orville Marshall, MBA, EA

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BUSINESS EXPERIENCE:

July 1996 – Present

Technology & Management Consultant

Services performed:

- Project management (Infrastructure, Software & General)
 - Computer Hardware & Software - procurement & implementation
 - Network configuration and troubleshooting
- Software development
 - ASP.NET MVC 5, Windows Forms, C#
- Website design & development
- Design & deliver information security & disaster management seminars
- Business Process Improvement – Six Sigma

(October 2018 – Present) & (October 2017 – April 2018)

H&R Block

Office Manager & Enrolled Agent

Responsibilities(22 Direct Reports):

- Managing the daily operations of two H&R Block tax offices (biggest office pairing in district)
- Motivating & supporting two teams of Tax Professionals
- Scheduling resources & monitoring budget
- Implementing corporate business & marketing strategies
- Handling customer complaints
- Hire staff

November 2014 – October 2015

Plantation Primary Care Physicians

Office Manager / IT Manager

Responsibilities:

- Finance – Planning, Budgeting & Reporting.
- Manage front office and administrative staff.
- Manage relationship with stakeholders (insurance companies, authorities, supplier, etc.).
- Assist with HR related matters- hiring, payroll etc.
- All technology related functions (System Administrator, hardware, network & software support)

November 2002 – March 2008

Caterpillar Dealer - Power & Tractors Limited

Chief Financial Officer / IS Manager / Business Processes

Improvement Manager (Six Sigma)

Responsibilities (35 Indirect reports including 5 heads of department):

- Supervise IT staff; Programmers, Network Technicians & System Administrator
- To prepare and implement short and long term technology strategies that support business goals.
- To manage strategic planning, budgeting, finance, accounting, administration and business process improvement (Lead the 6 Sigma Team).

March `91 – June `96

Quality Technology Limited, Kingston, Jamaica

Managing Director

Responsibilities:

Manage and organize the resources of the company, to ensure growth and stability while providing quality products and services.

Specific Functions Performed:

- Perform all management & marketing functions
- Developed computer software and manage a team of support staff.
- Built and repaired computers hardware and trained technicians.
- Build and support NT, Novell and Unix Servers.
- Implement network solutions.
- Operated a Computer Training Division.

Jan `88 - Feb `91

Computer Products & Services, Atlanta, Georgia

Consultant / Software Developer

Responsibilities:

Advise clients on all computer related matters and to manage Projects involving the computerization of accounting processes.

Specific Functions Performed:

- Built and sold computer systems.
- Developed Accounting Software – Billing & Order Processing, Inventory Control and G/L
- Provided Technical Support for a Group of Companies that operated in the Southeast United States (South Carolina, Tennessee and Georgia).

Jun `85 - 88

Automatic Data Processing Ltd., Kingston, Jamaica

Managing Director

Responsibilities:

- To develop and implement software and to provide data processing services.
- To manage the data processing and technical staff that provided customer support.
- Establish and maintain dealerships for computer equipment and supplies sold by our company.

Software Developed:

Accounting Modules: General Ledger, Billing, Accounts Receivable, Accounts Payable and Inventory Control, Payroll, Manufacturing system (turn key system) Gas station system (turn key system), Professional Time Accounting System.

Oct `79 - Feb `82 & Feb `83 - Jun `85

National Commercial Bank Jamaica, Kingston Jamaica

Supervisory Programmer

Responsibilities: To write and maintain system. Also, to train entry level programmers and supervise their projects.

Hardware Environment: ICL Me29 Mainframe

Programming Language: COBOL & PLAN (Assembler)

Assignments: General Banking, Fixed Deposits, Payroll and Loans. These Systems operated both in batch and online modes.

Mar `82 - Jan `83
Krupt Taylor, Los Angeles, California

Programmer/Analyst

Responsibilities: Design and Write Direct Mailing Systems.

Hardware Environment: IBM 360 | Programming Language: Assembler

ACADEMIC/EDUCATIONAL ACHIEVEMENTS:

CompTIA Security Professional Certification (2010)

MBA from NOVA (Hons) (2008)

Degree in Management Studies (Hons) (2000)
(Minor in Accounting)

University of The West Indies, Kingston, Jamaica

Computer Science Degree Program (incomplete)

University of California Los Angeles
1981-82

High School Graduate (1979)

Calabar High School & Wolmers High School, Kingston, Jamaica

IRS Enrolled Agent

HOBBIES: Golf, Soccer, Lawn Tennis & Chess

OTHER INTEREST & ACHIEVEMENTS:

- **HOA President : 2017 - Present**
- **Graduate of the Lauderhill Citizen's Police Academy (2018)**
- **Taught** Information Technology Processes at the Professional Accounting College of the Caribbean.
Author of the book called "A Bit of Personal Computing" published in 1996.
Technology Writer for the Investor's Choice Magazine.
- **Chairman** of the Professional Golf Association of Jamaica.
Past Secretary of the Jamaica Golf Association.
Past President of Kingston & Saint Andrew Football Association (KSAFA) and former General Secretary. Member of Jamaica Football Federation Management Committee and Board of Directors.
- **Soccer Referee (USA)** – USSF Grade 8
Community Service: Rotary Club Member (former Secretary & Director)
Justice of the Peace (Notary Public) – Kingston, Jamaica
- **Director of Caymanas Development Company** (Government Entity)

REFERENCES: Available on request.