Judy Johnson
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Office Apps Maven

In the last decade, I've completed a series of contracts using my business tech skills (and I recently got an "A" in Business Math in college). I am authorized to work in the US for any employer (ITAR ok), and there are no obstacles to my obtaining a security clearance.

Check out my long-established office-jobs expertise with nearly all the MS Professional Suite, especially MS Excel, MS PowerPoint, and MS Access for data analysis and presentation. In addition, my skills include most Office Supervisory functions, ability to master proprietary database mining, blueprints, and CAD/CAM (got an "A" in CatiaV). I excel at Desktop Publishing, a good few bookkeeping functions, and can also write Technical Documentation ("Aced" the SAT verbal test, back in the day).

Work Experience – AeroSpace focus

Staff Analyst

PDS Tech, Inc. - working at Boeing - Everett, WA April 2015 to April 2016
Supported Senior Manager in Mfg. Supply Chain with calendar scheduling and meeting preparation, designing and providing advanced-Excel status-metrics reports from eTRAC and Ad Hoc data (formerly done by Supply-Chain Analyst), ordering supplies using a SSPN account, and all else.
Accomplishments --

- Provided a tracking system for audits of incoming and outgoing kits that charted findings in an automatically refreshing system. Each section of the plane area to be kitted has an input sheet and a chart sheet. I used the Consolidation function to show totals for them all, refreshed periodically. For each chart sheet, one chart shows the relative number of issues in a Pareto chart and another shows the historical trendline of the audits, using a pivot table with calculated fields to remove the "No-issues" category so that only the findings were left, and a report filter to leave out the days on which no audit was run.
- I also delivered various ad hoc reports on Working Stock Quantity, including one where the data was free-form, so I had to use **text-to-columns and then conditional formatting** to distinguish which words were part numbers -- about 5000 items. It's fun to see a need and go online to find which Excel technique will address it.

Skills Used – Mostly, I functioned as an Excel superuser. I can do many other things, of course, but that is what they needed at this contract gig.

Quality Analyst II

On contract through Volt Workforce Solutions at Panasonic Avionics Corporation - Bothell, WA -- June 2014 to February 2015
Maintained and improved highly advanced spreadsheets with data derived from proprietary databases (using **Pivot Tables** and **Charts**, unique **formula** creation, **VLookup, macro** creation, process

improvement); wrote **Technical Manual** on processes, especially **my own improvements**, and tracked and uploaded Supplier Quality Improvement processes.
Accomplishments -- Innovative creation of techniques to get the most out of the spreadsheets; compiled an Acronym Glossary 5-6 times larger than that previously existing; created tracking methods for ongoing work.

Volunteer

Red Cross - Marysville, WA February 2014 to April 2014 — After Oso Disaster
Happy to be of service. Really enjoyed the mapping functions and finding out how the field offices of the Red Cross work. The tasks get done, and these people are great. Absolutely there is a need, and realistically it's pretty efficient; too much tweaking could do more harm than good. Volunteered at the Temporary HQ at the Planning Desk. I did mapping and report preparation — **ESRI ARC-GIS Mapping**

STAFF ANALYST

Tankers -- May 2012 to October 2012
Develop and manage Tanker operating rhythm using data mining and producing management reports in MS PowerPoint using MS Excel spreadsheet innovations with advanced functions, originating MS Access elaborations upon the PATS online Procurement database, setting up and running management meetings, interacting with Procurement Agents for timely updates on progress, assisting PAs in migration to Windows 7, running large-meeting events, and much more.

PROCUREMENT ANALYST

Boeing through CTS International -- February 2012 to May 2012
Support special project activities relating to Employee Training and Facilities, and also establishing a process/tool to manage visibility for leadership.

DATA MANAGEMENT TECH

Boeing through PDS Tech, Inc. - Everett, WA -- August 2011 to December 2011
Support SIP&T DQ&D, the team responsible for tracking and reporting design-data conversion-error rates. Innovate using MS Excel pivot sheets and other advanced functions.

ENGINEERING TECH II

Boeing through PDS Tech, Inc. - Everett, WA -- October 2006 to March 2009 -- ENGINEERING TECHNICAL SUPPORT TECH
Develop and maintain reporting and transition of Liaison Engineering reports from one online system to another; Technical Documentation of these processes, training others on my **methodology innovations**.

PROCUREMENT COORDINATOR

Boeing through Comforce Corporation --February 2006 to October 2006
Boeing Manager, Denise Disbro: Facilitate transition from paper-notebook contracts to online, train PAs in online methods. Rationalize contract files to be archived, by using online research to determine continuing corporate identity in spite of name changes, mergers, etc.

Administrative Assistant to a Principal Investigator in Biochemistry Research

University of Washington 2000 to 2005
Produced Grant Reports, highly complex MS Excel budget charts, and MS PowerPoint scientific presentations and posters; before that, I was Office Support Supervisor for Grant and Contract

Accounting. In both positions, I organized meetings and events, finalized minutes and reports, scheduled for Senior Management, and was active in Quality Assurance.

Secretary, Assistant to Unit Chief
World Health Organization - Gènève, Switzerland - 1985-1998
For thirteen years I served WHO, usually way above my pay grade, supporting computer-use and training, budget, administration, scientific- and medical-publication preparation, copy editing (my Director informed me that the Publications Department editor said one of my works was the first book-length she had ever received for which she did not need to make a single correction), database development, gopher editing (UNIX), international meetings (some very large) and employee community activities.

Additional Information
Specialized Skills
- My writing, copy editing, proofreading, website and desktop publishing of scientific, technical, legal and medical documentation — all have been enhanced by lifelong spelling and grammatical expertise. (It's a good thing to be raised by "schoolmarms").
- Experience in legal, scientific, medical, and real estate fields (former RE license holder), practical and theoretical knowledge of agri-business (owned and managed), organizing large scientific events and video conferences, scheduling, payroll, travel, transcription, manuscript preparation for degrees.
- Power user of most major software programs, including **Adobe Creative Suite and MS Office**. In MS Word I organize very large documents and in MS Excel I routinely use advanced functions (providing support and training in computer use to others is a beloved standby), also using MS Visio, MS Access (designing databases), and MS Project. Can use Macs. During 2009 Summer Quarter I got an "A" in a CatiaV 3D drafting course.
- Project design, setup and training, using commercial software, and analysis of database and spreadsheet statistical data for process improvement; problem solving and troubleshooting.

Achievements as contingency worker at Boeing, in Everett area
- On my own initiative but with permission from my Lead, **wrote 50-page Training Manual** on CART-based routing procedures, illustrated and indexed. Upon subsequent request, wrote all-new 80-plus Page Routers Manual to be part of Engineering Mods process documentation on webpage or Wiki.
- In addition, I copy edited and formatted Help documentation for NCAT, a web-based database for Engineering Mods, and updated web pages as needed, using HTML and FrontPage.
- Converted Tribal Wisdom on uploading and routing Installation Deviation Records into a standardized procedure by creating and refining a Tracking Log spreadsheet, using **complex formulae, validation, pivot tables and hyperlinks**; such reports accepted and requested by superiors as management tools for Quality Assurance. **Trained** new employees, becoming de facto mini-team **leader**.

Activities
- Professional guest for Space-related science panels at Science Fiction and Fantasy Conventions
- Presentations at K-12 schools of background "World Building" design of my "hard SF" novel-in-progress
- Member and officer, Board of Directors of Port Susan Camping Club – 2001 through 2010
- Deputy Editor, UN Special (Glossy agency magazine) while in Geneva, Switzerland
- Travel in Motorhome RV for months at a time

- Read and research online whatever takes my fancy — Space, Nature, History, Science Innovations
- "Mum" to Einstein (Einie), a terrier crossbreed

What I've been up to lately

Web design, content-creation (marketing, etc.) and editing, search-engine optimization, graphics, animation
- I've been busy getting a 3.98 GPA taking these courses. Testimonials from instructors are available. I completed my two-year degree in Web Design (online from Skagit Valley College with High Honors) during the Winter Quarter, picking up an Adobe Certificate while I was at it. In addition, I have nearly 3.5 years of university education (transcript available), from the University of California at Santa Barbara and South Dakota State University.
- I am open to contracts either in the AeroSpace Industry or in the Web Design field.
- https://www.jj-webdesign.com/Index2.html
- Portfolio: https://www.jj-webdesign.com/Portfolio/Index3.html

Web Content Update Specialist
- Tulalip Data Services - Tulalip, WA July 2016 to February 2017
- On contract through The Creative Group (Robert Half) at Tulalip Data Services in Tulalip, WA
- Updating webpages fulltime using custom in-house applications as well as **Visual Studio, Beyond Compare**, DotNetNuke, Bally Software, and others as needed. Creating forms and logs in MS Excel to track input and output.