

Dwayne Stevens

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Education

Master's of Science in Information Systems

2005-2006 *Morehead State University* *Morehead, Ky.*

- Completed degree requirements in Fall 2006.
- Graduated with a 4.00 GPA.

Master's of Business Administration

1997-2000 *Morehead State University* *Morehead, Ky.*

- Received Masters in Business Administration with an emphasis in Computer Information Systems in Spring 2000.
- Graduated with a 4.00 GPA.

Baccalaureate Degree

1990-1994 *Pikeville College* *Pikeville, Ky.*

- Bachelor of Science (Chemistry and Biology).
- Graduated Salutatorian and Summa Cum Laude with a 3.93 GPA.
- Twice elected as Student Representative to Board of Trustees.
- Active member of Academic Team, Aikido Club, Arts and Literature Club, Drama Club, Junior Chamber of Commerce, Science Club (president), and Student Government Association.

Professional Experience

Senior IT Auditor

2007-present *Community Trust Bank* *Pikeville, Ky.*

- Conducts research, audit procedures, and tests of IT systems; creates documentation; and discussed results with audit clients.
- Supports internal auditors with IT report creation and generation and external auditors regarding IT systems and processes.
- Serves as champion/administrator for IAD TeamMate electronic workpaper system.

Software Development Manager

2003-2007 *SouthEast Telephone* *Pikeville, Ky.*

- Ensured success of projects, including task assignment, supervision, and management of a team of eight software and web developers.
- Planned, developed, and maintained SouthEast Telephone corporate websites and internal software applications.
- Provided leadership in development and execution of software development policies, processes, and standards.
- Supported the technological and development needs of other departments through mentoring and training.
- Worked with various community organizations and businesses to assist them with meeting their software and web presences needs.

Instructor of Management Information Systems

2002-2003 *Pikeville College* *Pikeville, Ky.*

- Courses taught included Computer Technology Applications; Computer Applications for Business; Management Information Systems; Quantitative Methods in Business; Electronic Commerce; Desktop Publishing; and Yearbook Internship.
- Developed new MIS program at Pikeville College to modernize the business program and help meet the technical management needs of local businesses.
- Web enhanced all classes using WebCT software.
- Served as chair of the Instructional Resources Committee.

**Professional
Experience**
(continued)

Adjunct Instructor

Summer 2002 *National College of Business & Technology* *Pikeville, Ky.*

- Courses taught included Medical Terminology and Microsoft Office.

Instructor of Information Technology

2001-2002 *Prestonsburg Community College* *Prestonsburg, Ky.*

- Courses taught included Introduction to Computer Applications; Microcomputer Applications; and Desktop Publishing and Graphic Design.
- Web enhanced all classes and created and taught the college's first online version of CIS 100.
- Served on the Faculty Council, Enrollment Management committee, Information Technology Advisory Committee, and two screening committees for applicants for a Network Administrator position.
- Served as the Instructional Designer for "KYVU 101" for Kentucky Virtual University.
- Assisted the Business and Related Technologies division with marketing their programs by designing brochures, advertisements, and multimedia presentations.
- Conducted community workshops on Computer Literacy and graphic design/desktop publishing software.

Adjunct Instructor of Business

2000-2002 *Pikeville College* *Pikeville, Ky.*

- Courses taught included Introduction to Computers; Computer Technology Applications; Desktop Publishing; and Introduction to E-Commerce.

Vice-President and Chief Project Developer

2000-Present *Knightly Innovations, Inc.* *Pikeville, Ky.*

- Co-founder of a local marketing and technology consulting firm providing web design, desktop publishing, advertising, and technical support.
- Clients have included Fast Change Lube & Oil (www.FastChange.net), the Pikeville Independent School District (www.PikevilleSchools.us) and Cornerstone Real Estate (www.CornerstoneRealEstateTeam.com).

Webmaster; Coordinator of Publications and Public Relations

1997-2001 *Pikeville College* *Pikeville, Ky.*

- Developed and managed the Pikeville College website.
- Conducted various faculty, staff, and student training workshops.
- Chaired and/or served on various committees.
- Conducted presentations at regional conferences and seminars.
- Acted as chief designer, producer, and editor of all College advertisements, printed materials, television and radio commercials, etc., and as writer and distributor of all College press releases, publicity campaigns, etc.

Quality Control Auditor

1996-1997 *ClinTrials Research, Inc.* *Lexington, Ky.*

- Produced and maintained internal reports and documentation for process audits during pharmaceutical statistical analysis.
- Reviewed and approved Case Report Forms, Databases, Data Analysis Plans, Statistical Tables, Clinical Study Reports, and other documents approved for sponsors seeking approval of pharmaceutical agents or devices.

Professional Experience (continued)

Quality Control Technician

1995-1996 *University of Kentucky* *Lexington, Ky.*

- Implemented and assured cGMPs, SOPs, and FDA/OSHA compliance by initiating a controlled document system and internal audits.
- Performed environmental monitoring of pharmaceutical manufacturing facility.
- Validated materials, equipment, and processes in a pharmaceutical manufacturing facility, and assisted in the production of medicinal projects.
- Created various forms and reports to support primary responsibilities.

Pharmacy Technician

1995 *Chase Corner Pharmacy* *Lexington, Ky.*

- Fulfilled prescription orders for a small local pharmacy.
- Monitored and audited controlled substance dispensing.
- Prepared inventories, ordered medications and supplies, and stocked shelves.
- Performed monthly inspections, maintained records, and collected quality-assurance data.

Pharmacy Technician

1994-1995 *D&R PharmaCare* *Lexington, Ky.*

- Fulfilled prescription orders for a large pharmacy that specialized in hospice and long-term care facility medication and supply deliveries.
- Controlled and audited controlled substance dispensing.
- Prepared inventories, ordered medications and supplies, and stocked shelves.
- Performed monthly inspections, maintained records, and collected quality-assurance data.

Salesperson

1994 *Conrad Chevrolet* *Lexington, Ky.*

- Completed intensive two-week training certification in automobile sales.
- Represented the Conrad Chevrolet automobile dealership and the manufacturer by demonstrating, selling, and delivering new vehicles.

Certifications

- CISA certification (2008).

Special Skills

- Great work ethic and interpersonal, technology, and problem-solving skills.
- Proficiency with many software applications including:
 - Adobe Acrobat, Dreamweaver, Fireworks, Flash, Illustrator, InDesign, PageMaker, and Photoshop;
 - Microsoft Access, Excel, Expression Web, FrontPage, MapPoint, PowerPoint, Project, Visio, and Word;
 - PWC TeamMate Suite; and
 - BusinessObjects.
- Proficiency with web development technologies, including:
 - ASP;
 - PHP;
 - MySQL;
 - DHTML;
 - JavaScript; and
 - XHTML.
- Extensive experience with numerous aspects of design, advertising, and media placement on television, radio, and both electronic and printed media.

Awards & Honors

- Outstanding Master of Science in Information Systems Student Award from Morehead State University (2007).
- “May Start-Up Battle” winner from Kentucky Science and Technology Center for the development of MountainMed.com business plan (2000).
- Pikeville College 110% Employee Award (1998).
- Margaret E. Record Award (Pikeville College Salutatorian, 1994).
- Most Valuable Player, Pikeville College Academic Team (1992 & 1994).

Presentations and Publications

- Research manuscript “A Strategy for VoIP Corporate Security” accepted for inclusion in *Handbook of Research on Information Security and Assurance* (2008).
- Presented in-house training sessions to Internal Audit staff on TeamMate Suite and ActiveData for Excel (2008).
- Designer, editor, and contributor of monthly church news magazine, *Messenger*, and weekly e-newsletter, *Unity, Liberty & Love*.
- Developed and facilitated weekly “Brown Bag Lunch Seminar Series” which presented technology topics to SouthEast Telephone coworkers in a casual, non-threatening environment (2005-2007).
- Routinely present technology-related workshops and presentations to SouthEast Telephone agents at quarterly meetings (2003-2007).
- Textbook reviewer for Course Technology, including books on Adobe and Macromedia products (2001-2002).
- Presented “Web Graphics and Animation” workshop at Association of Small Computer Users in Education (ASCUE) conference. (2001).
- Co-presented “The Power of an Information Technology Handbook” at Appalachian College Association (ACA) Technology Summit (2000).
- Co-presented “The Power of an Information Technology Handbook” at ACSUE conference (2000).
- Contributor to Pikeville College’s *View from the Hill* and *Echo* (1997-2002).

Professional, Civic, & Community Organizations

- Member of the Pike County Chamber of Commerce (2001-present) and serves as vice-chair of the Technology Committee (2007-present).
- Member of the Information Systems Audit and Control Association and ISACA Kentuckiana Chapter (2007-present)
- Member of the Institute of Internal Auditors and Central Kentucky IIA Chapter (2007-present).
- Member of the IT Compliance Institute (2007-present).
- Member of the Pikeville Church of Christ and its Media Team, Fundraising Committee, and Relocation Team (2006-present).
- Member of the 2006 graduating class of Leadership East Kentucky.
- Member of the 2004 graduating class of Leadership Pike County.
- Member of the Kentucky Internet Service Provider Association (2004-2007).
- Member of the Sigma Beta Delta Business Honor Society (2003-present).
- Member of the National Business Education Association (2002-2004).
- Member of the Southern Business Education Association (2002-2004).
- Member of the Kentucky Business Association (2001-2003).
- Member of ASCUE (2000 –2003).
- Member of the Pikeville College Alumni Association Board of Directors (1998-2003).
- Member of the Kentucky Colonels (1994-present).

References

Provided upon request.