

**Areas of Technical Knowledge and Experience**

Lean Six Sigma	SAE AS 9100 (Rev. D)	Quality System Auditing
5S & Visual Management	SAE AS 9102B (FAI)	Remote Auditing
Process Mapping (VSMs, SIPOC & Turtle Charts)	SAE AS 9120 (Rev. B)	Supplier Assessments
Flowcharting (ISO 5807)	SAE AS 9146 (FOD)	Supplier Management
BPMN 2.0 Modeling	SAE AS 5553A	Sampling & SPC
ISO 21500 (Project Mgmt)	SAE AS 6081	Mechanical Testing
Gantt Charting	SAE AS 6174A	GAFTA Requirements
ISO 17021	SAE AS 9101F	Online DQS development
ISO / IEC 17020	SAE AS 9104/1A	Technical Writing
ISO / IEC 17025	SAE AS 13000 (8D)	Standard Work
ANSI/NCSL Z540	SAE AS 13003 (MSAs)	Effective Presentation
ANSI/ASQC M-1 / M-2	ISO 9001	NTEP VCAP Auditing
ISO 10012-1	ISO 10015 (Training)	Electronic Equip. Repair
NIST HDBK 44	ISO 19011 (Auditing)	ANSI/ESD S20.20
Calibration / Metrology	ISO 31000 (Risk)	10-CFR-50 / 10-CFR-21
SAE ARP 5580 (FMEA)	ISO 22301 (BCMS)	ASME NQA-1
SAE AS 13004 (PFMEAs)	NFPA 1600 (2019)	Cause & Effect Analysis
MIL-STD-1629A (FMECA)	AAR M-1003	(e.g., 5W, Fishbone, Apollo)
	API Spec Q1 (9 <sup>th</sup> Ed.)	TRIZ



**Employment:**

August 1995 – Present      Quality Management Specialist / Quality Systems Auditor  
Dallas, TX

Contract executive management services, management and quality system consulting, and independent auditing services that include:

- Both short and long-term executive management assignments on a contract basis (e.g., Quality Manager / Quality Specialist) maintaining effective quality management systems. A partial list of current assignments includes:
  - Quality Specialist for Mangan, Inc. (Houston, TX) [ISO 9001 Registered by NQA, USA]
  - Quality Specialist for “Russell Marine Group” [a “Gafta Approved Superintendent” - Previously ISO 9001 Registered by NQA, USA]
  - Quality Specialist for “Russell Marine Group – Pacific Northwest” [a “Gafta Approved Analyst”]
  - Assistant Quality Director for Thionville Laboratories (New Orleans, LA) [ISO 17025 accredited by ANAB]
- Past assignments include:
  - Quality Director for Rahn Systems International [ISO 9001:2008 & AS9100C compliant]
  - Quality Director for Intertek Consumer Goods – Arlington Heights, IL [directing both Labtest Hardlines & Textiles laboratories through the achievement and maintenance of ISO 17025 accreditation from ACLASS – Intertek Consumer Goods also administered the JPMA Product Certification Program and is certified by the United States Consumer Products Safety Commission (CPSC)]. (2008-2010)
  - Quality Director for Intertek Labtest – Springfield, NJ location (1998-2006) and Program Director for the Intertek Services SA8000 Certification Program – establishing operations in Asia, Europe & the Americas)
  - Quality Coordinator for American Cargo Assurance (2009) [initially ISO 9001:2008 Registered by NQA, USA; transitioned to ISO 9001:2008 registration by QMI]
  - Quality Director for bestroute.com [a new business start-up that achieved ISO

# Richard Clarke Randall

---

- 9002:1994 registration from Intertek Systems Certification]
- “Director & Subject Matter Expert” for “Clearaudit” (May 1, 2007 thru June 20, 2009)
- “Quality Director” for OkyDoky.com (Nov. 2011 thru Dec. 2014)
- Management and quality system consulting. Activities typically include:
  - Assisting clients in:
    - developing and refining their *Business Model* (incl. Strategic Planning)
    - implementing Lean Six Sigma management systems
    - performing *Value-Added Assessments* of their Business Model
    - developing and implementing effective risk management systems
    - Implementing SMART action plans
    - Obtaining GAFTA Certification (Superintending, Analytical & Fumigation)
  - Making recommendations and assisting clients in *Kaizens & re-engineering* projects
  - Making recommendations and assisting clients in developing electronic (paperless) documentation systems (accessible on computers, iPads / Tablets, etc.), such as:
    - Web-based document / knowledge management systems (such as, “DokuWiki” & “Microsoft Teams”)
    - LAN/WAN based document distribution systems (e.g., PDF, LibreOffice/OpenOffice, Microsoft Word, Microsoft Excel)
    - eBook files (e.g., ePub)
  - Training of client personnel for internal auditing and quality system implementation
  - Advising clients of actions necessary to fully implement ISO 9001, ISO 17020, ISO 17025, or Gafta compliant quality systems. Current and past consulting clients include:
    - Precision Metal Manufacturing [AS9100 registered by Orion]
    - R&G Laboratories, Inc. [ISO 17025:2017 accredited by ANAB]
    - Thionville Surveying Co. [previously ISO 9001 registered by NQA, USA]
    - American Cargo Assurance [ISO 9001:2008 Registered by NQA, USA]
    - Eurofins Central Analytical Laboratory [ISO 9001:2008 Registered by NQA, USA]
    - ICQ (USA), Inc. [ISO 17025 accredited by A2LA]
    - ElectroRent [ISO 9001:2008 Registered by NQA, USA]
    - Bell Microproducts [ISO 9001:2000 Registered by Intertek Systems Certification]
    - Network Courier Services [ISO 9001:2000 Registered by NQA, USA]
    - Trademark Computer [ISO 9002:1994 Registered by NQA, USA]
    - Triton Fumigation, LLC [GAFTA Certified Fumigator]
- Performing ISO 9001 & AS9100 assessment and surveillance activities for registrars and ISO 17020 / 17025 accreditation bodies. Past and present registrars and accreditation bodies include:
  - A2LA (ISO 17025)
  - ABS Quality Evaluations (AS9100)
  - ACLASS (ISO 17020 & ISO 17025)
  - Intertek (ISO 9001 & AS9100)
  - NQA-USA (ISO 9001 & AS9100)
  - Perry Johnson Registrars (AS9100)
  - Platinum Registration (ISO 9001 & AS9100)
  - STR-R/UL (AS9100)
  - VCA North America (ISO 9001)
- Responsibilities include: Scheduling, planning, and coordinating effective and efficient performance of pre-audit, assessment, surveillance, and re-assessment activities (i.e., auditors / assessment teams at multiple sites [per IAF MD1]) for a diverse variety of clients.
- Making recommendations based upon information gathered during pre-audit, assessment, surveillance, and re-assessment visits (i.e., recommending the granting, continuance, or withdrawal of registration) for various ISO 9001 / AS9100 registrars and ISO 17020 / ISO 17025 accreditation bodies
- Performing marketing / sales presentations and advisory visits
- Providing independent (internal) auditing services. Current and past clients include:

# Richard Clarke Randall

---

- Quality Auditing, LLC – Minneapolis, MN
- R&G Laboratories, Inc. – Tampa, FL [ISO 17025:2017 accredited by ANAB]
- Intertek Consumer Goods – Arlington Heights, IL, Oak Brook, IL & Springfield, NJ locations

May 1993 –  
August 1995  
National Quality Assurance - U.S.A.  
(An ANAB Accredited Quality Management System Registrar)  
Acton, MA  
Southeast Regional Director

Directing NQA, USA regional operations included:

- Scheduling, planning, and coordinating effective and efficient performance of ISO 9000 pre-audit, assessment, surveillance, and re-assessment activities (i.e., auditors / assessment teams at multiple sites)
- Making recommendations based upon information gathered during pre-audit, assessment and surveillance visits (i.e., recommending the granting, continuance or withdrawal of ISO 9000 registration)
- Review and acceptance of client corrective action plans
- Training, development and monitoring the performance of internal and external auditors
- Preparation of reports and compiling relevant correspondence
- Performing marketing / sales presentations and advisory visits
- Business development, budgeting, and cost control
- Maintaining favorable client relations
- Representing NQA in industry and quality forums including ASQ, NCSLI, ISO 9000 User Networks, etc.

July 1990 –  
May 1993  
General Electric (GE)  
Norcross, GA  
National Quality Manager

Directing the GE Electronic Services National Quality System included:

- Maintaining, revising and updating the GE Electronic Services Quality Management System (Quality Management System manual and Standard Operating Procedures manual) as driven by industry and customer demand
- Responsibility for cost factors involved in implementation of the quality system
- Maintaining ISO 9002:1994 Quality System Registration (obtained from NQA, USA) for the entire GE Electronic Services business (20 sites)
- Maintaining compliance with 10CFR50 – Appendix B and 10CFR21 for the entire GE Electronic Services business (supporting Nuclear Power Plant customers)
- Maintaining A.A.R. M-1003 Quality System Certification for the GE Transportation Services segment of GE Electronic Services (St. Louis, MO and Minneapolis, MN)
- Reviewing, interpreting, and evaluating relevant industry guidelines and standards for compliance and / or inclusion in the GE Electronic Services Quality Management System
- Providing consultation and assistance in administration of the Quality Management System
- Conducting internal audits of all (20) GE Electronic Services facilities
- Conducting supplier / sub-contractor quality audits, and maintaining the GE Electronic Services approved vendor list (reducing our sub-contractor base and redirecting work internally saved GE >\$100k/Year)
- Providing an effective interface for, and directing responses to customer audits
- Developing, planning, and implementing quality and associated technical training (including internal auditors)
- Developing, scheduling, coordinating, and implementing special projects including cost estimating, proposal writing, execution and follow-up
- Assisting in developing enhancements for the automated GE Electronic Services Business System (Computer scheduling, planning, and tracking system)
- Representing GE Electronic Services in industry and quality forums including ASQC, NCSL, GE CMSG, Measurement Science Conference, ISO 9000 User Networks, etc.

# Richard Clarke Randall

- Assisting other GE Businesses in preparation for their ISO 9000 registration, including GE Rental Lease, GE Computer Service, GE Transportation Systems, and GE Instrumentation Services – Canada

Dec. 1989 – July 1990	General Electric (GE) Norcross, GA National Quality Assurance Specialist
Dec. 1986 – Dec. 1989	General Electric (GE) Norcross, GA Electronic Technician / Metrologist / Quality Control Representative <ul style="list-style-type: none"> <li>On loan to NBC (July 1, 1987 – Oct. 23, 1987) to support 4 WRC-TV, Washington, D.C. operations during the NABET strike.</li> </ul>
Sept. 1984 – Dec. 1986	General Electric (GE) Norcross, GA Electronic Technician / Metrologist
Aug. 1980 – Sept. 1982	Patterson Pump Company Toccoa, GA Machinist / Sheet Metal Bender / Welder / Drill Press Operator
Nov. 1977 – Sept. 1979	Coats & Clarke, Inc. Toccoa, GA Thread & Yarn Handler
June 1977 – Oct. 1977	BMR Fabricators Toccoa, GA Sheet Metal Bender / Spot Welder / Warehouseman

## Certifications / Licenses

- “AS 9100 Aerospace Auditor” – Probitas Authentication Certificate No. 1619032756. Auditor OIN 6128525982. Previously Exemplar Global certified “AS9100 Aerospace Auditor” - Certification No. 110366.
- Formerly an IRCA Certified "QMS Principal Auditor" (ISO 9000) - Certification No. A005891 (1993-2018)
- Lean Six Sigma Green Belt (Certified by GoLeanSixSigma.com)
- Certified 5S Workplace Organization Specialist (Certified by Michael Parent)
- ISO/IEC 27001 Information Security Associate™ (Certified by SkillFront), January 10, 2023
- NTEP VCAP Auditor (Certified by NQA-USA), May 17, 2017
- FCC "General Telephone Operator License" # PG-6-8438, Issued August 9, 1984



Probitas Authentication certifies

RICHARD RANDALL

Has satisfied the requirements of

Aerospace Quality Management System Auditor

With the following scope and grade

AS9100 Aerospace Auditor

CERTIFICATION DATE: DECEMBER 14, 2021  
EXPIRATION DATE: DECEMBER 14, 2024  
CERTIFICATION NUMBER: 1619032756

*R. Randall*  
Director of Probitas Authentication

GREEN BELT  
CERTIFICATION

COLEANSIXSIGMA.COM PROUDLY RECOGNIZES THAT

Richard Randall

HAS SUCCESSFULLY COMPLETED TRAINING AND CERTIFICATION FOR

Lean Six Sigma Green Belt

Validity of this Certificate may be verified at [GoLeanSixSigma.com/Verify](http://GoLeanSixSigma.com/Verify) or by scanning the QR code to the right.

April 8, 2018  
DATE COMPLETED

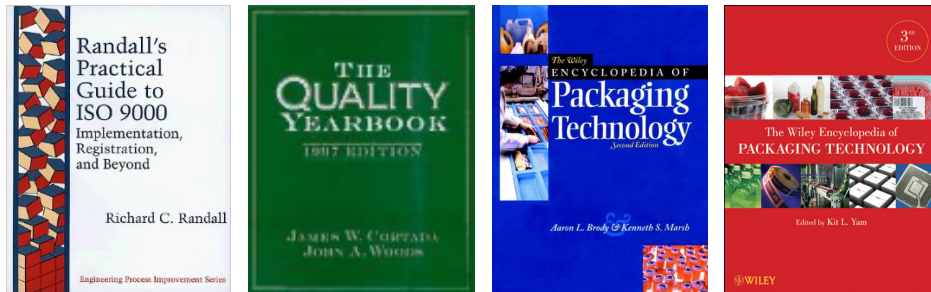
28837655  
CERTIFICATE NUMBER

4 CEUs / 32 PDUs  
CONTINUING EDUCATION UNITS / PROFESSIONAL DEVELOPMENT UNITS

# Richard Clarke Randall

---

- Publications:** Contributor to the third edition (2009) of *"The Wiley Encyclopedia of Packaging Technology"*, published by John Wiley & Sons, Inc.
- Authored the "Owl Ultralite" ver. 0.15, "Installation and User Manual" (May 2007).
- Authored the "Owl Ultralite" ver. 0.13, "Installation and User Manual" (December 2006).
- Co-author of ANSI/NCSS Z540.3:2006 *"American National Standard for Calibration - Requirements for the Calibration of Measuring and Test Equipment"*
- Article titled "Quality in the Dot-Com World" appearing in the February 2001 issue of "Quality Progress" magazine.
- Contributor to the second edition (1997) of *"The Wiley Encyclopedia of Packaging Technology"*, published by John Wiley & Sons, Inc.
- Consulting Editor for the 1997 edition of *"The Quality Yearbook"* published by McGraw-Hill, Inc.
- Author of *"Randall's Practical Guide to ISO 9000,"* published by Addison-Wesley Publishing Co., Reading, MA, May, 1995
- Co-author of ANSI/NCSS Z540-1:1994 *"American National Standard for Calibration - Calibration Laboratories and Measuring and Test Equipment - General Requirements"*
- Author of *"ISO 9000 - Questions & Answers,"* published by GE Electronic Services, June 1991 and revised in April 1992



- 
- Education:** A.A.S. Electronic Sciences - March 1985  
Truett-McConnell College - Cleveland, GA
- Accredited by the "Southern Association of Colleges and Schools, Commission on Colleges (SACSCC)".
- Degree in Electronic Technology - September, 1984  
North Georgia Technical College - Clarkesville, GA
- Accredited by the:
    - "Council on Occupational Education" (COE), a national accreditation body recognized by the U.S. Department of Education, and/or
    - "Commission on Colleges" (COC) of the Southern Association of Colleges and Schools (SACS), a regional accrediting body recognized by the U.S. Department of Education. COC accredits all activities of degree granting colleges.

- 
- Training:** Due to the large number of courses I've attended, the following listing excludes most web-based / online training I've completed:
- "Aerospace Auditor Webinar AS9104-1:2022 and SR004" (by NQA), 5/13/22
  - "Client Audit Program, AKA - The Matrix" (by NQA), 5/13/22
  - "OASIS FORM 5, Block 30 (Report Audit Summary) Requirements" (by NQA), 5/13/22
  - "ISO 17021-1 and AS9104-1 Focus Training" (by Platinum), 5/02/22
  - "Information & Communication Technology (ICT) Auditing Procedure" (by Platinum),
-

# Richard Clarke Randall

---

9/29/21

- NQA, USA – AS Training on AS9104-1, -2, -3, OASIS Rev. 3 and OCAP Tool, 09/09/21
- Udemy, “Business Process Modeling A-Z™: Learn BPMN 2.0 From Scratch”, April 16, 2021
- NQA, USA – “Remote Auditing - Part II Webinar” January 6, 2021
- “Information & Communication Technology (ICT) Auditing Procedure” (by Platinum), 9/28/20
- “NQA, USA – CPAR Training for AS6081 Auditors”, June 22, 2020
- “NQA, USA – CPAR Training for Aerospace Auditors”, May 18, 2020
- “NQA, USA – CPAR Training”, May 18, 2020
- “NQA, USA – Remote Audit Training & COVID-19 Update”, March 18, 2020
- “Performing AQMS Audit Reviews” (by Platinum), February 08, 2020
- “NQA, USA – Remote Auditing”, September 13, 2019
- “NQA, USA – Measuring Processes”, June 24, 2019
- “ISO 19011:2018 Auditor Update Training” (by Platinum), June 19, 2019
- “NQA, USA Teaming Conference – Aerospace Training”, October 9, 2018
- “NQA, USA Teaming Conference – General Training”, October 8, 2018
- “Lean Six Sigma Green Belt Certification” (by GoLeanSixSigma.com) April 8, 2018
- NTEP VCAP Certified Auditor (by NQA-USA), May 17, 2017
- “IAQG-sanctioned 9100:2016 Update Training”, April 30, 2017
- “NQA, USA Teaming Conference – Aerospace Training”, February 21, 2017
- “NQA, USA Teaming Conference – General Training”, February 20, 2017
- “NQA, USA Teaming Conference – Aerospace Training”, August 16, 2016
- “NQA, USA Teaming Conference – General Training”, August 15, 2016
- “NQA, USA Teaming Conference – Aerospace Training”, February 23, 2016
- “NQA, USA Teaming Conference – General Training”, February 22, 2016
- IAAR, PECB, Exemplar Global – “Transition Course: ISO 9001:2008 to ISO 9001:2015 (9001TC)”, August 30, 2015
- “NQA, USA Teaming Conference – Aerospace Training”, June 17, 2015
- “NQA, USA Teaming Conference – ISO 9001:2015 Transition”, June 16, 2015
- “NQA, USA Teaming Conference – General Training”, June 15, 2015
- IAQG – “9101E/9101:2014 Revision, Training”, December 2, 2014
- “Avoidance of Counterfeit Electronic Parts Management Systems per ANAB Accreditation Rule 47.” This training includes the requirements of AS5553 and AS6081. February 19, 2014
- “NQA, USA Teaming Conference – General Training”, February 18, 2014
- “NQA, USA Teaming Conference – Aerospace Training”, February 17, 2014
- “NQA, USA Teaming Conference – General Training”, August 27, 2013
- “NQA, USA Teaming Conference – Aerospace Training”, August 26, 2013
- “NQA, USA Teaming Conference – General Training”, February 19, 2013
- “NQA, USA Teaming Conference – Aerospace Training”, February 18, 2013
- ABS “Auditor Indoctrination” training, March 26, 2012
- “Smithers Quality Assessments – New Auditor Training”, October 7, 2011
- “NQA, USA Teaming Conference – General Training”, August 23, 2011
- “NQA, USA Teaming Conference – Aerospace Training”, August 22, 2011
- “IAQG-Sanctioned Aerospace Auditor Transition Training – 9100”, July 27, 2011 (OASIS database updated on July 29, 2011 to reflect successful completion of transition training)
- “Foundations: Understanding 9100 - By Plexus / IAQG Online Development Platform”, July 10, 2011
- “ACLASS Assessor Forum”, April 12-15, 2011
- “NQA, USA Teaming Conference – General Training”, February 25, 2010
- “NQA, USA Teaming Conference – Aerospace Training”, February 24, 2010
- “NQA, USA Audit Report Webinar – New Forms” (1 hour), August 13, 2009
- “NQA, USA Teaming Conference – General Training”, February 25, 2009
- “NQA, USA Teaming Conference – Aerospace Training”, February 24, 2009
- “NQA, USA Teaming Conference – General Training”, August 28, 2008
- “NQA, USA Teaming Conference – Aerospace Training”, August 27, 2008
- “NQA, USA Teaming Conference – General Training”, February 21, 2008
- “NQA, USA Teaming Conference – Aerospace Training”, February 20, 2008
- “VCA North America Auditor Training”, January 21-22, 2008

# Richard Clarke Randall

---

- "NQA, USA Teaming Conference – General Training", August 23, 2007
- "NQA, USA Teaming Conference – Aerospace Training", August 22, 2007
- "AS9100 Aerospace Auditor" Bureau Veritas Training, August 20-21, 2007
- "NQA, USA Teaming Conference – General Training", February 22, 2007
- Intertek Systems Certification – Single Management System Training Session", Jan. 2, 2007
- "NQA, USA Training and Development QMS Training", August 24, 2006
- Intertek Systems Certification – Auditor Teleconference", July 25, 2006
- "ACLASS Assessor Forum", July 7-9, 2006
- "NQA, USA Training and Development QMS Training", February 23, 2006
- "NQA, USA Training and Development QMS Training", February 24, 2005
- "Intertek ISO 9000 Quality Auditor Development Training", Sept. 24, 2004
- "NQA, USA Training and Development QMS Training", August 26, 2004
- "NQA, USA Training and Development QMS Training", February 27-28, 2003
- "NQA, USA Training and Development QMS Training", August 21-22, 2002
- "NQA-LS Training and Development training", August 21, 2002
- "NQA, USA Training and Development QMS Training", Feb. 28 & Mar. 1, 2002
- "NQA, USA Training and Development QMS Training", August 22-23, 2001
- "NQA-LS Training and Development training", August 21, 2001
- "NQA, USA ISO 9000:2000 Auditor Training", August 17-18, 2000
- "A2LA ISO/IEC 17025 Auditor Training" (A2LA Assessor Conclave), May 20-21, 2000
- "NQA, USA Semi-Annual Training Session" – February 17-18, 2000
- Excel Partnership "Uncertainty of Measurement" course – Feb. 15, 2000
- "Intertek ISO 9000 Quality System Assessment Program", Oct. 26, 1998
- "A2LA ISO Guide 25 Auditor Training" (A2LA Assessor Conclave), June 6-8, 1996
- "Assessors of Quality Systems," Kennedy & Donkin Quality Engineering, Dec. 9-12, 1991
- "Evaluation and Presentation of Business Ideas," GE Course, May 8, 1991
- "Quality Systems Standards for the 1990's," GA. Institute of Technology, Nov. 26-27, 1990
- "Electronic Instrumentation and Control," General Electric, September 17, 1985
- "On-The-Job (OJT) Metrology Training" at GE Electronic Services, Sept. 1984 - Dec. 1986

---

## Honors / Awards:

- Speaker at the "NQA, USA Teaming Conference – Aerospace Session" – Presentation: "Auditing AS9102B – First Article Inspections", October 9, 2018
- Host at the "NQA, USA Teaming Conference – General Training" – Work Shop: "ISO 9001:2015 – Auditing Risks & Opportunities", February 22, 2016
- Speaker at the "NQA, USA Client Session" – Presentation: "The Human Side of Auditing", August 28, 2013
- Speaker at IAQG's "Registration Management Committee (RMC)" – Presentation: "The Human Side of Auditing", July 18 & 19, 2013
- 2<sup>nd</sup> Place, ToastMasters International Speech Contest – "Orbiting Toasters - Table Topics Contest", March 27, 2013
- Speaker at the "NQA, USA Semi-Annual Teaming Session – General Session" – Presentation: "The Human Side of Auditing", February 19, 2013
- Speaker at "Quality Expo Detroit" - Presentation: "Best Practices for Implementing a Web-Based Quality Management System" - June 11, 2008
- Speaker for "The Mergers & Acquisitions Advisor Executive Series: Bulletproof Due Diligence Strategies" sponsored by Fleet Capital – Feb. 26, 2002
- Presenter for 15<sup>th</sup> Annual Southeastern Quality Conference, Oct. 21-22, 1996
- Panelist at "Meeting of the Minds," ISA/93 - sponsored by Fluke Corp.
- GE Performance Recognition Awards - Dec. 1990, Sept. 1991, Feb. 1992 & Mar. 1993
- Certificate of Appreciation - Speaker at NCSL Annual Workshop, Aug. 2-6, 1992
- Certificate of Appreciation - Panelist at Measurement Science Conference, Jan. 30-31, 1992
- GE Computer Service "Winners' circle" for outstanding performance – 1991 & 1992
- Nominated for Georgia Occupational Award of Leadership (G.O.A.L.) – 1983 & 1984
- Honor Graduate at North Georgia Technical College (Deans List 7 out of 8 qtrs.)
- Former member of the Boy Scouts of America – "Order of the Arrow"

# Richard Clarke Randall

---

**Committees:** Contributor to the SAE G-14 Americas Aerospace Quality Standards Committee (AAQSC) – subcommittee responsible for the SAE AS 9102 “Aerospace First Article Inspection Requirement”.

Former Member of NCSL TQM "Committee for Calibration Services" – ANSI 174 Writing Committee (ASC Z540) - responsible for the ANSI/NCSL Z540.3 “American National Standard for Calibration”. Committee disbanded & standard withdrawn.

Former contributor to ISO/CASCO/WG 44 - responsible for the ISO 17025 “General requirements for the competence of testing and calibration laboratories”.

---

**Computer Skills:**

Advanced user skills with programs such as:

Word Processors: <ul style="list-style-type: none"><li>• Microsoft Word 2021 (Mac)</li><li>• LibreOffice v7.5 – Writer (Cross Platform)</li></ul>	Presentation Software: <ul style="list-style-type: none"><li>• Microsoft PowerPoint 2021 (Mac)</li><li>• LibreOffice v7.5 – Impress (Cross Platform)</li></ul>
Spreadsheets: <ul style="list-style-type: none"><li>• Microsoft Excel 2021 (Mac)</li><li>• LibreOffice v7.5 – Calc (Cross Platform)</li></ul>	Project / Task Management: <ul style="list-style-type: none"><li>• Gantt Project v3.2 (Cross Platform)</li><li>• Task Coach v1.4.5 (Cross Platform)</li></ul>
Web Conference Apps: <ul style="list-style-type: none"><li>• Zoom</li><li>• WebEx</li><li>• Microsoft Teams</li><li>• GoToMeeting</li><li>• FreeConferenceCall.com</li></ul>	Publishing (eBook / PDF): <ul style="list-style-type: none"><li>• Sigil v0.9.14 &amp; v1.9.20 (Cross Platform)</li><li>• PageEdit v1.9.20 (Cross Platform)</li><li>• PDF Expert v2.5.22 (Mac)</li><li>• PDFpenPro v7.3.4</li><li>• PDFelement Pro v6.0</li></ul>
Flowcharting (BPMN, InfoGraphics, VSMS): <ul style="list-style-type: none"><li>• Camunda Modeler v5.10 (Cross Platform)</li><li>• Draw.io-Desktop v21.1.2 (Cross Platform)</li><li>• Edraw Infographic v8.7 (Mac)</li><li>• XMind 8 (Mac)</li></ul>	HTML Editors & Web Publishing: <ul style="list-style-type: none"><li>• BlueGriffon v3.0.1 (Cross Platform)</li><li>• SeaMonkey Composer v2.53.16 (Cross Platform)</li><li>• Bluefish v2.2.12 (Cross Platform)</li></ul>
Web-Based Document Management Systems: <ul style="list-style-type: none"><li>• DokuWiki (2023-04-04 "Jack Jackrum")</li></ul>	FTP (File Transfer Protocol): <ul style="list-style-type: none"><li>• Classic FTP Plus v4.03 (Mac)</li></ul>

Advanced coding knowledge of HTML 4.01, HTML 5, CSS 2, XHTML 1.0 & 1.1, “DokuWiki” syntax coding.

---

**References:** Available upon request.