

Shannon William Rice

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Objective:

To secure a software related position that will utilize my skills in software development, project management, and communication.

Profile:

- Broad software project experience with technical knowledge of software development methodology and Web technologies.
- Excellent skills in project administration, able to effectively manage large projects while keeping track of many small details.
- Highly proficient in the Japanese language. Passed level one of the Japanese Language Proficiency Exam.

Professional Experience and Work History:

Harvard University, Weatherhead Center for International Affairs **Cambridge, MA** **2002- present**
Program on U.S.-Japan Relations - Program Coordinator

Advise business people and academics in Japan as they prepare to come to the U.S. for one-year research appointments. Coordinate weekly seminar series to bring distinguished leaders from academia, government and the private sector. Manage Program finances. Utilize programming and technical skills to increase administrative efficiency within the Center.

Key Technical Contributions:

Conducted needs assessment, designed then developed Role-based J2EE Web application to manage data of 4,500 past and current affiliates at the Center and deployed the application into production. Programmed in Perl and VBScript to provide dynamic access to data on intranet and Center website. Wrote program in Java to parse and collate complex XML datasets for faculty member's research project.

Basis Technology - Quality Assurance Engineer **Cambridge, MA** **2000 - 2001**

Worked on projects to add Japanese capability to a variety of applications for client companies including: *Vignette (Data Integration Software); Netegrity (Web Security Software); RightNow Technologies (CRM Software); AskJeeves (Search Engine); Amazon.com (e-commerce)*

As QA Lead, worked closely with Project Manager and Engineering Lead to set testing and build schedules that would guarantee quality development, while meeting strict deadlines. Coordinated efforts of the QA project team. Communicated with clients to develop detailed test plans based on careful analysis of product functionality and existing testing procedures. Created and ran tests to ensure linguistic and functional integrity.

Showa Boston (branch of Showa Women's University, Tokyo) **Boston, MA** **1997 - 2000**

College Outreach Coordinator *April 1998 – June 2000*
Admin. Assistant to the Director of Student Life *February 1997 – March 1998*

Collaborated to design, then coordinated a large-scale, ongoing exchange program between Showa Boston and six local colleges. Recruited, trained and supervised teams of 30-45 American college students each semester for paid work. Conducted orientation training (in Japanese and in English) in Japan for students preparing to come to Showa Boston.

Sendai YMCA Miyagi, Japan **1994 - 1996**

Assistant Director English School/English Teacher *April 1995 – March 1996*
English Teacher *February 1994 – March 1995*

Coordinated the efforts of our team of teachers and taught English to students of various ages and abilities. Acted as a liaison between English speaking staff and Japanese management.

Hiraizumi Board of Education - Assistant English Teacher **Iwate, Japan** **1992 -1994**

Taught English and coached soccer at the local Junior High School.

Education:

BA in International Studies (Focus: East Asian Development) **June 1991**

Earlham College, Richmond, Indiana

Master's in Information Technology (Focus: Software Engineering) **November 2005**

Harvard University Extension School, Cambridge, MA

Computer Skills:

Platforms: Windows/NT, Macintosh, Unix (Solaris), Linux, Tomcat, MySQL, SQLServer

Languages/technologies: Java, J2EE technologies, Perl, C, C++, unix shell, SQL, HTML, JavaScript, ASP, OpenGL

Tools/software: NetBeans, Microsoft Visual Studio, Dreamweaver, Visio, Microsoft Office

Relevant Coursework:

Master's Thesis: *AffilDB: A Distributed J2EE Web Application for Role-based Management of Affiliate Data*;
Algorithms and Data Structures; Design Patterns and Java; Java for Distributed Computing; Introduction to Computer Graphics;
Practical Perl; Communication Protocols and Network Architectures; Unix Systems Programming; Introduction to C, UNIX and CGI;
Programming; Developing Windows Applications in C++