

Kurt R. Woodfin - Woodfin.org

EDUCATION: M.A., Criminology & Criminal Justice
University of Missouri-St. Louis (UMSL)
Received August 1999 (GPA 3.90, GPA in major 3.96)

B.S., Criminology & Criminal Justice
University of Missouri-St. Louis (UMSL)
Minors in Political Science, Legal Studies, and Philosophy
Received January 1998 (GPA 3.90, GPA in major 4.00)
Graduated *Summa Cum Laude*

A.A., Criminal Justice
St. Charles County Community College (SCCC)
Received December 1995 (GPA 3.76, GPA in major 4.00)
Graduated with honors and as a member of Phi Theta Kappa Honor Society
Returned in 2001-2002 for 27 hours of computer course work

Graduate of Eastern Missouri Law Enforcement Training Center
Completed 840 hours of training
Graduated June 29, 2000
Chief Kenneth T. Conlee Academic Excellence Award (Graduated 1 of 18)
Final Grade 97.75%
Sponsored by the St. Charles County Prosecuting Attorney's Office
Squad Leader

WORK

EXPERIENCE:

2/14 – present

Office Manager/Office Program Coordinator
St. Charles County Prosecuting Attorney's Office, St. Charles, MO
Manage information and case management system for the entire office (warrant office, bad checks, restitution, delinquent taxes, victim assistance, traffic, misdemeanors, felonies, paralegals, investigators, legal secretaries, and attorneys); management includes system administrator access, database management, data integrity, workflow analysis, policy development and evaluation, training of all employees, creation and maintenance of document templates, maintains proper documentation for implementation; creation of statistical reports using SQL scripts in Management Studio, Microsoft Access, and Excel for workload indicators and organizational development and automate workflow and information; OSCA and REJIS security contact; monitors budget, budget projections and planning, approves all electronic financial requisitions; also provides workstation support

08/97 - present

Adjunct Professor
St. Charles Community College, St. Charles, MO
Teach Criminology/Criminal Justice and Sociology classes; over 300 credit hours, approximately 50% internet courses; classes taught include: Introduction to Criminal Justice Systems, Criminology, Conflicting Perspectives, Rules of Criminal Evidence, Introduction to Sociology, Juvenile Justice, Criminal Investigations, and Corrections

- 02/12 – 02/14 Victim Advocate
St. Charles County Prosecuting Attorney's Office
Educate victims regarding the criminal justice system and ensures victims' rights, escort victims to various hearings/trials, and prepare victims for testifying regarding felony assaults, domestic assaults, robberies, and homicides, and includes duties of Office Program Coordinator
- 03/08 – 02/12 Database/Enterprise Application Manager
St. Charles County Information Systems, St. Charles, MO
Managed approximately 30 applications in 22 county departments; which included planning, design, installation, maintenance, performance monitoring, and recovery of all enterprise databases and applications in clustered and virtual environments (Microsoft Hyper-V); platforms included SQL 2000, SQL 2005, SQL 2008, MYSQL, Server 2003, Server 2008, and IIS; managed users and security within Active Directory and enterprise applications with domain administrator access, coordinated and resolved technical issues with users, vendors, and the Information System Department, project management, managed SAN (Dell EqualLogic) connections and volumes, installed and maintained RAID configurations; on-call 24 hours/7days a week as highest tier of support, worked with county departments directors and upper level department managers for software/hardware needs analysis, RFP constructions, vendor selection, and application management; some datacenter management
- 01/06 – 03/08 Network Technician
St. Charles County Government, St. Charles, MO
Windows XP and Windows 7 software/hardware support; Sever 2000 and 2003 support, project management, enterprise application management, managed user security, software and hardware inventory, PC image creation and deployment, domain administrator
- 10/01 – 01/06 Victim Advocate/Volunteer Coordinator
St. Charles County Prosecuting Attorney's Office, St. Charles, MO
Recruit, interview, train, and supervise 10-15 college interns a year, deliver various presentations to community groups and schools regarding the criminal justice system, educate victims regarding the criminal justice system and ensures victims' rights, escort victims to various hearings and prepare victims for testifying; also kept the same responsibilities as the Part-Time Records Clerk
- 03/98 - 01/00 Part-Time Records Clerk
06/00 – 10/01 St. Charles County Prosecuting Attorney's Office, St. Charles, MO
User-end Database management, software, hardware, and networking troubleshooting and training, creation and implementation of document merging, creation of statistical reports regarding caseload management, organization development, budget projections, assistance with presentations regarding Power Point, ELMO, and projection systems, and system administrator access of the case management software
- 08/94 - 03/98 Manager
St. Andrew's Cinema, St. Charles, MO
Oversight of Assistant Managers, prepared and deposited nightly grosses, supervised employees, prepared schedules and conducted interviews, authorized to hire and fire employees, calculated payroll, filed records, opened and closed building, customer service, and supervised and ordered stock
- Enterprise Applications: MUNIS, Prosecutor by Karpel, Micros POS/Suites, Chameleon, Public Safety and CAD, REJIS, MULES, Kace Deployment, Hirsch/Velocity, AMCAD, AutoAudit, BounceBack, AssetTrak, CODIS, DocTools, ArcGIS, Fusion Voice, GDOX, G2/Hasler, RecTrac, TrackIt, HVAC, WebEx, Microsoft Office 2010 (Access, Word, Excel, PowerPoint and Publisher), Crystal Reports, and Shortel