

# Helen Ujvarosy

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Workflow analysis, redesign and documentation; customized user and train-the-trainer training in the application of new and existing technology that builds the capacity of international or national clients to be self sufficient in their operations.

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## CAREER EXPERIENCE

### **TELCHAR SYSTEMS, INC., Vice-President, Chicago, IL 1985-Present**

Conducted numerous consulting assignments for domestic and international clients involving workflow analysis, software development, project management, customized user and train-the-trainer training in the U.S. and abroad. Clients included government, commercial and non-profit entities, institutions in the securities industry and distribution and construction enterprises. Assignments and travel have taken her to over 20 countries throughout the world. The following is a description of recent projects:

**Philippines: Capital Market Development**—Compiled, edited and produced a report on surveillance workshops that was expanded to include principles of surveillance and serve as an ongoing training vehicle for startup surveillance departments.

**Romania: Institutional Development of the Securities and Exchange Commission (CNVM)** – Developed and delivered customized, dual language user and train-the-trainer training for a legislative management system adapted to automate the Commission regulatory process. Set up and documented computerized accounting system for local USAID contractor office in Bucharest, Romania.

**Nairobi, Kenya:** Set up computerized accounting system and trained local staff of computer sales/service corporation.

**United States: Legistar© Legislative Management Software**—Specified software customizations, conducted beta testing, coordinated data conversion, implemented program installation, developed and delivered customized user and train-the-trainer training, and provided on site help desk for the cities of New York, San Francisco, Pittsburgh, Albuquerque, Groton, CT, Marietta, GA and others.

**United States: Other**—Documented workflow and designed software solution for General Contractor's construction project management software. Provided screen and report design along with functionality descriptions to programmers allowing rapid development at reduced cost. Project management for facilities buildout for Securities Trading firm. Setup all financial and operating systems for a startup purchasing/export firm with 2 staff, 6 vendors and \$200,000 annual sales. Developed cost effective systems that accomodated sales growth of 600%+, and

250 active vendors with no corresponding increase in staff.

### **DIGITAL TRADING AND TECHNOLOGY Vice-President**

Chief Financial Officer and Supervisor of multi-user accounting/order operation for a small international trading and computer sales/service corporation with associated offices in Hong Kong, Nairobi, London, Zagreb. Researched and sourced wide range of goods to specifications; prepared proposals to comply with USAID regulations; prepared final quotations (FOB, C&F, CIF); set up international Letters of Credit and Performance Bonds; secured preacceptance S.G.S. inspection; arranged sea/air transport; prepared export documentation; trained and supervised business interns; sales travel to China, Africa and Eastern Europe.

### **SLG, INC. Office Manager**

Developed improved systems for cash management and monthly tracking of interpartnership loans for 50+ business accounts for a consortium of 35 limited partnerships and associated businesses. Created first computerized database for the limited partnerships; initiated computerized tax computation and printing program still used by staff attorneys in preparation of partner K-1 tax forms. The tax program reduced legal and clerical fees by 60%.

### **SEMINARY CONSORTIUM FOR URBAN PASTORAL EDUCATION, Office Manager / Volunteer / Consultant**

Accounting, office management and editing for an on-site urban training program for seminary students.

### **SELECT TRAVEL Office Manager/Agent,**

Reconciled weekly airline ticket accounts; supervised and performed bookkeeping. Managed three full-time and four commission agents. Serviced individual and commercial accounts.

### **EDUCATION:**

B.A. Anthropology, University of Wisconsin, 1970.