

Paul F. Ammons

Education

Degrees Awarded

B.S. (Physics), Texas A&M University, 1971

M.S. (Business Administration), Boston University, 1985

M.S. (Management Information Systems), Texas A&M University, 1995

Other Graduate Schools Attended While on Active Duty in U.S. Navy

M.H.A., Trinity University

M.B.A., National University

Experience

Aug 1998 - Present **MIS Lecturer**
Texas A&M University, College Station, Texas

Teaching responsibilities are in business programming and business computing systems. Served as undergraduate faculty advisor for four years.

Jul 1996 - Jul 1998 **Programmer / Analyst**
Texas A&M University, College Station, Texas

Maintained both on-line and batch COBOL and Natural programs accessing ADABAS files in support of Student Information Management System. Participated in Year 2000 conversion efforts. Primarily responsible for daily production in support of Registrar functions in Office of Admissions & Records.

Aug 1994 - Jun 1996 **Graduate Teaching Assistant**
Texas A&M University, College Station, Texas

Primary assignment in support of Business Programming (COBOL) course.

Aug 1991- Jul 1994 **Joint Medical Systems Analyst**
Headquarters, U. S. Army Medical Department, Fort Sam Houston, Texas

Engaged in both long range, strategic and deliberate, crisis response planning. Predicted, analyzed, and validated patient workloads for medical facilities based on contingency and emergency relief operation plans using mainframe and PC simulation models, relational data bases and spreadsheets. Prepared fully documented recommendations concerning specific number, type, staffing, and capabilities of medical facilities to support those plans. Worked as member of multidisciplinary team developing changes to existing medical facilities and plans for new facilities to meet future requirements. Member TQM Process Action Team and Quality Council.

Aug 1990 - Jul 1991 **Human Resources Manager / Personnel Database Administrator**
Headquarters, Marine Corps Forces, Central Command, Saudi Arabia

Organized contingency personnel office. Cross-trained and supervised 23 non-medical administrative personnel providing around-the-clock payroll and personnel services to over 5,000 Navy personnel assigned to 112 Army and Marine Corps combat and combat support units in the northern half of Saudi Arabia. Tracked personnel assignments using relational data base. Prepared detailed and integrated next-of-kin casualty notification and replacement personnel request plans. Assisted in planning and implementing a communication network between organizations in the United States and Saudi Arabia with mobile payroll and personnel teams; integration of Saudi Arabian, in-country military, and U. S. telephone systems via satellite links; facsimile transmission; military voice radio; electronic messaging; and wide area computer network mail.

Mar 1986 -
Jul 1990

Human Resources Manager / Personnel Database Administrator

I Marine Expeditionary Force, Marine Corps Base, Camp Pendleton, California

Cross-trained and supervised 18 individuals who provided personnel, career management and development / training services to over 1,000 Navy personnel assigned to 56 geographically dispersed units. Planned and implemented transition from 100% utilization of typewriters to computerization of most services to improve quality and significantly reduce time needed to complete required forms, allowing the creation of a branch office located 95 miles away without increasing staff requirements. Designed and programmed PC relational data base, improving accuracy and efficiency of day-to-day operations. Used local area computer network to exchange information with supported personnel and their work organizations. Managed six geographically dispersed medical clinics staffed by 90 personnel in eight medical occupational fields providing primary medical care and physical examination services to over 15,000 personnel.

Jan 1975 -
Feb 1986

Medical Services Administrator

Various Navy hospitals and Marine Corps medical units

Concurrently supervised facilities management departments and served as risk management officer for both 50-bed and 250-bed hospitals. Managed security; housekeeping; laundry; communications; printing and forms distribution; mail; disaster planning; maintenance and repair of buildings and grounds; transportation; and hotel / apartment services for staff and visitors. Worked closely with facility engineers on both new construction and minor reconstruction project planning and execution coordination.

Chief operating officer for 60-bed, 2-operating room mobile hospital.

As State Department auditor, reviewed and validated proper delivery of, and accountability for, over \$2 million in medical supplies provided during Dominican Republic hurricane relief operations.

Jan 1974 -
Dec 1974

Hospital Administration Resident

Sharpstown General Hospital, Houston, Texas

Rotated through all administrative departments with special emphasis on management information department.