



Whitaker & Associates, LLC
“In the Business of Service”

Profile of Charles E. Whitaker

Functioning as Business Owner, Managing Partner and Information Services Consultant performing large scale and intermediate projects, Mr. Whitaker formerly worked as a computer instructor for a major adult education and training organization providing technical instruction in the Microsoft Office suite (i.e., MS Access, MS Word, MS Excel, MS Outlook, MS PowerPoint, etc.), typing and keyboarding proficiency, Internet concepts, career coaching and mentoring, employment preparation and interviewing techniques, resumes, cover letters, etc.



Over the course of his career, Mr. Whitaker has mentored and coached numerous co-workers, colleagues and clients with respect to their educational, career and business interests. He has been instrumental in providing the guidance and foresight that not only empowered them but also enabled them to achieve success in both their personal and professional lives. He is a staunch proponent of career growth and development, on-going higher education, continuing education and training.

A native New Yorker, whose professional career began in September, 1975 upon completion of a training course in Computer Programming; after graduating, Mr. Whitaker was hired by a major facilities management firm and relocated to Columbus, Ohio, where he was assigned to work at the offices of a major insurance carrier and health care provider for a period of approximately one year; he was subsequently transferred to corporate headquarters in Dallas, Texas where he received formal training in Information Technology, formerly known as Data Processing.

Having been employed by facilities management, accounting, investment banking, insurance and pension fund management firms and with over 30 years experience in the Information Technology industry, the majority of his duties revolved around functioning as project manager, where Mr. Whitaker administered full project life cycle methodologies to the management of application systems development and user acceptance testing processes. He has a proven track record of consistent performance in the implementation of numerous high-level corporate objectives, delivered on time and within budget.

He also managed direct reports in conjunction with the matrix management of project teams consisting of business analysts, end users, software developers, systems analysts and consultants – charged with executing major corporate objectives that were typically multi-project implementations.

He is proficient at conferring with senior managers, resolving issues and bringing about consensus. He has conducted numerous training sessions, work shops and has given presentations to large audiences which were comprised primarily of auditors, corporate officers and senior managers.

He founded Whitaker & Associates, LLC in March 1997 to further advance his career opportunities and become a business owner at a time when the Internet was truly in its infancy. Mr. Whitaker realized early on the potential of the Internet and how much it could enhance business growth especially with respect to e-commerce. Utilizing the Internet and technology (hardware and software) maximizes a business man's presence in the marketplace and enables him to cover more territory.



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Throughout his career, Mr. Whitaker has been a positive force in the lives of those who sought his guidance regarding career advancement, higher education, training, etc. He continued to do so as computer instructor where many acquaintances, relationships and friendships were established. Under his aegis, Mr. Whitaker's classroom setting, using hands-on technical instruction, combined with Internet techniques made significant impressions on hiring managers; these exercises enabled many to advance in their careers. One-on-one coaching and mentoring sessions enabled candidates to present new images of themselves when seeking employment which brought about considerable success.

Many started businesses, which prompted others to follow suit. In most instances, career development and advancement were the driving forces for their motivation. By-and-large, most if not all were pleased with the outcome and their success. ■