

John Roberts

Business Operations Developer

Contact

Moorpark, CA
JohnnyCalifornia.com/Work

Education

Bachelor of Arts in Business
Administration
University of La Verne, 2014

Hard Skills

Financial & Cost Analysis
Process Automation
Data Analysis & Reporting
Database Management
AI & Workflow Automation
Enterprise Software Development
Business Process Optimization
Cloud Migration
IT Infrastructure & Security
Project Management

Soft Skills

Leadership & Team Building
Innovation & Problem-Solving
Communication & Collaboration
Training & Mentorship
Strategic Thinking
Adaptability
Negotiation & Influence
Attention to Detail
Time Management
Stakeholder Engagement

Languages

English (Fluent)

Summary

For the past 13 years, I have leveraged software tools to develop strategic business solutions, using Microsoft applications and VBA to automate complex processes. I specialize in optimizing workflows, improving data accuracy, and creating custom automation solutions that enhance efficiency. My experience includes managing hospital data, developing billing systems, and modifying applications like Salesforce and Certinia. I thrive in problem-solving environments and enjoy collaborating with teams to refine and implement new processes. I am eager to learn and contribute to the innovative methods Procore uses to develop and refine business solutions.

Experience

September 2014- December 2023

Operations Manager • Hospital Management Services – Simi Valley, CA

- Served as the primary point of contact for the CEO, automating processes and enhancing application functionality through VBA.
- Modified applications, integrating automation to streamline data reporting and presentation generation.
- Standardized and processed financial reports from 25 different accounting systems, ensuring accurate intake of balance sheets, labor reports, and census data.
- Developed a VBA-based monthly billing system, automating timecards, labor expenses, and month-end reporting.
- Created tools to optimize labor resource allocation, running daily reports to guide staff focus.
- Led IT setup for new hires, ensuring proper hardware, software, and video conferencing readiness.
- Designed PowerPoint training materials and conducted staff training on new procedures.
- 10+ years of operations experience, managing projects, delegating resources, and improving workflows through automation.
- Proven expertise in Excel and automation, showcased at JohnnyCalifornia.com/work.

December 2013 – July 2014

Production Manager • Roberts Events - Moorpark, CA

- Coordinated planning efforts, including scheduling, staff management, and inventory control
- Led teams of 100+ in audio, staging, lighting, merchandise and power setup for live events, coordinating with vendors to meet hard deadlines and ensure seamless execution before showtime

June 2009 – November 2013

Developer • Bank of America – Simi Valley, CA

- Developed and optimized VBA scripts to automate data extraction from AS400, significantly reducing manual reporting efforts and improving accuracy
- Engineered a reporting system integrating AS400 screen scraping with SQL data extraction, enabling real-time decision-making and eliminating manual case reviews and backlog in two weeks, leading to a drastic reduction in staffing needs and increased operational efficiency