

Work History for John H. (Jack) Rutt

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SUMMARY

Retired information technology management and project management professional with over thirty years of varied experience in programming, systems integration and information systems infrastructure management and administration. Positions have included Project Manager, Management Information Systems (MIS) department manager, Information Systems Director and Senior Systems Consultant. Major strengths include:

- Planning/Organizing
- Systems Integration
- Project Management
- Problem Solving
- Strategic Planning
- Project Systems Administration
- Team Building
- Communications
- Budget Development

PROFESSIONAL EXPERIENCE

2020-Present

FULLY RETIRED, residing at Warwick Woodlands, a campus of Moravian Manor Communities.

2017-2020

RETIRED, Live-in Grand-Nanny Team with son's family in Boston, MA
Assisted with childcare logistics for two preschool granddaughters.

2015-2016

PROJECT MANAGER, Community Mennonite Church, Harrisonburg, VA

Provided overall construction management for a \$1m church renovation which involved complete upgrade to HVAC, constructing new restrooms and substantial renovations to a fellowship hall and office suite.

2014-2016

SPECIAL PROJECTS ASSISTANT, Office of Provost – Eastern Mennonite University, Harrisonburg, VA

Project Manager (owner-representative, communications facilitator) for two major campus renovation projects (\$10m Suter Science Center renovations, \$3m Roselawn Academic Center renovations) and other campus physical infrastructure initiatives. Acquired and implemented Teamwork, an online project management system used by several campus departments. Participated in all planning and tactical work sessions associated with the campus projects; kept official meeting notes; tracked all decisions, task assignments and activities in Teamwork.

Retired with Administrator Emeritus status.

2000 – 2014

DIRECTOR, INFORMATION SYSTEMS, Eastern Mennonite University, Harrisonburg, VA

Directed a department of 18 employees responsible for all aspects of computing and telecommunications technologies for the 1,500-student campus. Includes an NEC PBX, over 900 computers, multi-platform data center (Linux, Macintosh, Windows), Cisco gigabit fiber network, Aruba wireless network and over 40 servers in a VMware virtual server infrastructure back-ended to a storage area network.

- Provided leadership to move from a department of 10 supervised by a single director to a department of 18 with two associate directors leading teams to provide the campus with core services for Administrative Computing, Network Systems, Web Applications Development and User Services with operating and capital budgets of \$1.4 million and \$400,000 respectively.
- Recognized by the campus community as a strong administrative leader and was twice awarded a quarterly quality service award.
- Cabinet-appointed to twelve-member Prioritization Steering Committee whose year-long efforts in 2005 re-directed 5-10% of revenues from weaker programs to stronger or growing programs.
- Project manager 2007-2009 to migrate the university's Student Information System (SIS) from Jenzabar TE (AS400-based) to Jenzabar EX (Windows-based). The \$1 million project was completed on time and within budget.

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- Member of the university's Strategic Planning Council (SPC) and Crisis Management Preparedness Team (CMPT).

1996 – 1999

INFORMATION SYSTEMS CONSULTANT, HealthGuard of Lancaster, Lancaster, PA

Responsible for planning, implementation and administration of all company Information Systems infrastructure components. Environment includes IBM RS6000/AIX Unix, multiple Windows NT Servers, PC's, Laptops, thin client Windows Terminals and TCP/IP based LAN/WAN networks.

1993 - 1996

DIRECTOR, SYSTEMS ADMINISTRATION, KHP Services/Pennsylvania Blue Shield, Camp Hill, PA

Responsible for planning and administration of information systems infrastructure that included five large fault-tolerant UNIX systems connected to over 7,000 users. KHP Services, as a wholly owned subsidiary of Pennsylvania Blue Shield, employed nearly 1,500 persons, of which about 100 comprised the MIS department. The Systems Administration group included about 15 persons within the MIS department.

1990 – 1993

MANAGER APPLICATIONS DEVELOPMENT, KHP Services/Pennsylvania Blue Shield, Camp Hill, PA

Responsible for insuring adequate application development resources for a managed care administrative systems provider. Worked closely with customers' management to understand their business goals and objectives in order to provide appropriate resources and solutions.

1986 – 1990

MIS MANAGER Vice President, The Office Works, Lancaster, PA

Responsible for all aspects of corporate information and telephone systems for large, regional office supplies, office furniture and personal computer reseller. By 1990 the company had nearly 400 employees and sales were in excess of \$55 million.

1982 -- 1986

RETAIL COMPUTER STORE MANAGER, The Office Works, Lancaster, PA

1978 – 1982

PRESIDENT, The Office Works, Lancaster, PA

1975 – 1978

UNDERWRITING MANAGER, Goodville Mutual Casualty Company, New Holland, PA

1972 – 1975

STAFF UNDERWRITER, Goodville Mutual Casualty Company, New Holland, PA

EDUCATION

- Bachelor of Science, Psychology, Eastern Mennonite University, Harrisonburg, VA
- Numerous technology seminars and webinars

OTHER

- Married to Gloria Short Rutt since 1970, who is also retired after teaching elementary school for 37 years.
- Two children, Eric and Megan, both are graduates of Eastern Mennonite University who both have two daughters.
- Bicycle riding, including multi-day trips covering several hundred miles
- Amateur cellist, playing occasionally in church services.
- Former board member of Nazareth Project, Akron, PA, an international fund-raising organization that supports peace building and medical services organizations in the Middle East.