

DAVID M. GARTMAN

Environmental Science Division
Argonne National Laboratory

Education:

M.B.A. Saint Xavier University – Graham School of Management, 1991,
Management Information Systems
B.A. Trinity Christian College, 1986, Chemistry/Business Administration
C.M.F.C. Chartered Mutual Fund Counselor, College of Financial Planning,
N.E.F.E., 1997

Professional Experience:

1999-Present Assistant Division Director/Finance and Budget Director
1993-1998 Finance and Budget Director
Environmental Science Division
Argonne National Laboratory

Manage the Budget and Project Administration Office, Document Retrieval Center, Quality Assurance Coordinator activities, Environmental Safety and Health activities, and the Computer Network Administrator. Coordinate, manage, and approve divisional overhead and research project expenditures. Administer proposal preparation to sponsors. This includes coordinating proposal/project activities with private sector and government sponsors as well as managing subcontracts to outside agencies. Assist in proposal development and communicate proposal requirements with sponsors and principal investigators. Conceive, design, and implement new database applications for financial and business-related activities for EAD, EEST, and other ANL offices. Manage building office space allocations.

Summary of Previous Experience:

1990-1993 Management Information Analyst (Sr.)
1988-1989 Staff Assistant
Finance & Budget Office, EAIS Division, Argonne National Laboratory

Designed and programmed management information systems and supervised their maintenance and upgrading. Developed a project accounting database system to provide the flexibility of producing ad-hoc reports and also help management better track project costs. Established an automated division budget review system. Prepared proposal budgets and assisted project managers in preparing special cost/project reports for clients. Monitored and maintained spreadsheet system to track projects expenditures; and developed office automation tracking systems for temporary employees, account allocations, proposal routings, and subcontract charges.

1985-1987 Scientific Co-op Student Assistant, Energy from Municipal Waste Program, Argonne National Laboratory

Designed and used procedure for analysis of landfill gas by gas chromatography. Used mainframe systems for data entry, statistical analysis, computer graphics, and microcomputer communications. Prepared laboratory reports.

Areas of Interest:

Personal and business financial analysis
Investment analysis
Database design and management
Project administration

Professional Accreditation:

Certification Exam for Microsoft Access, MOUS, 2001