

# David Carstensen

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## Objective

- Consultant to small businesses and professional individuals. Manage computer and small network operations or manage specific computer projects. Create new or modify existing business systems for office operations or data management/mining. Create and update PowerPoint business presentations.

## Professional experience

1999 – Present Carst Consulting Services, New York City.

### **Principal – Computer/Network/Internet Operations Consultant.**

- Setup and maintain networks for small businesses. Setup servers, workstations, network printers and client-server services.
- Maintain other computer based business systems.
- Troubleshoot problems with various programs including Microsoft Office (Word, Excel, PowerPoint and Access) and provide support for user access to other programs.
- Set up Internet access and deal with problems with web page access, Internet E-mail, etc.
- Setup, create and maintain web sites for small businesses.
- Create PowerPoint presentations for speakers and convention booths.

1986 – 1999 American International Underwriters, New York City.

### **Database Manager/Manager Information Systems.**

- (1987) Managed a project to create, install and maintain a network-based system for the tracking and analysis of property risks for Starr Technical Risks, the company's Oil and Petrochemical Risk Division. (A child program is still in use today.)
- (1988 through 1992) included the duties of Network Manager.
- (1988) Formed one of the first divisional IT departments in the AIG.
- (1995) Supervised the programming and implementation of a tracking system, similar to the Starr Tech system, used by the AIU in 30 foreign countries.
- Produced PowerPoint Presentations for Annual Meetings and other business purposes.

1979 – 1986 Starr Technical Risks Agency, Inc. (a division of American International Companies) Toronto/New York City.

### **Underwriting Manager**

- (1986) Head Office Underwriter/Loss Investigator in New York City.
- (1979) Manager Oil & Petrochemical Division of Starr Technical Risks Agency in Canada.

1975 – 1979 Oil Insurance Association, Chicago, IL/Toronto, Canada

### **Inspecting Engineer/Underwriter/Product Manager**

- (1975) Performed inspection services for the Oil Insurance Association.
- (1976) Insurance underwriter of oil and petrochemical risks.
- (1977) Transferred to Canada to become Oil and Petrochemical Manager for Canada.

## Additional activities

Attended continuing education courses at Pace University in New York City for computer programming, systems analysis and computer operations in 1992-1994. Microsoft Certified Professional for Windows XP.

## Education

1973 – 1975 University of Illinois at Chicago Circle, Chicago Illinois

### **Thermo-Mechanical Engineering**