

## PROJECT MANAGEMENT

**Business Leader & Change Agent** with a track record of achievements in program and project management, business analysis and customer satisfaction. Drive value for companies through a balance of program/event facilitation mixed with project lifecycle savvy. Excel at leading complex projects to fruition on time and under budget. Consummate professional with unmatched expertise cultivating and nurturing relationships with departments, staff, and key decision-makers. Experienced public speaker and presenter. *Additional qualifications in:*

- Team Leadership, Training & Mentoring
  - "Cradle to Grave" Project Management
  - Cost Reductions & Revenue Increase
  - Human Resources & Communications
  - Program Planning & Facilitation
  - Process Improvements & Organizational Change
- 

## EXPERIENCE & ACCOMPLISHMENTS

FORTIS GROUP, TOLEDO, OH

2002 to Present

### Senior Analyst

Brought onboard to perform market research and analysis, and provide professional consulting services to executive-level clients in residential real estate. Prepare market feasibility studies, product strategies, and action plans for the home building industry.

#### KEY CONTRIBUTIONS:

- Primary consultant with real estate executives, leading multi-million dollar residential developments to completion.
- *Managed multiple projects* and directed staff to meet deadlines, exceed client expectations and increase revenue.
- *Drove over \$225,000 in revenue* year over year through savvy project facilitation and management. Assessed project goals, identified and created project schedules, and coordinated and directed staff.
- Cultivated and maintained *strategic partnerships* with client base through *long-term project management* that led to successful real estate transactions.
- *Led projects from inception to completion* through project clarification, data analysis, meetings with multiple parties, addressing complex challenges and opportunities, and communicating strategies to clients in a *collaborative, team-building atmosphere*.

WORLDWIDE FINANCIAL (a division of National Bank), Denver, CO

1997 to 2002

### Vice President, Credit Risk Management

Rapid promotions to Regional Vice President of Credit Risk due to consistent successes in the underwriting department. Managed the department and supervised a multi-state region in portfolio risk management.

#### KEY CONTRIBUTIONS:

- *Instilled positive change and improved employee morale* through efficiency training, brainstorming sessions, mentoring and job skill strengthening, open communication, and teamwork.
- *Dramatically streamlined the workflow* that increased efficiency, productivity, and client satisfaction.
- Increased profits by *reducing labor hours/turnaround time*, and surpassing funding and underwriting quotas.
- *Designed and implemented* training manuals and programs to facilitate branch work flow and ensure employee compliance to federal guidelines and regulations.

*Continued...*

## PREVIOUS EXPERIENCE

CENTRAL PUBLIC SCHOOL, Tiffin, OH

1992 to 1997

### **Kindergarten Teacher**

Taught Kindergarten part-time for public school utilizing hands-on activities, technology and cooperative learning groups. Possessed a strong belief that every child deserves to be respected and heard. Motivated independent thinking by providing the tools students need to ask questions and get involved in learning.

#### **ACHIEVEMENTS:**

- Utilized hands-on activities including exploring manipulatives for math, some 4-block activities, and cooperative learning groups.
- Incorporates technology into classroom through the use of a digital camera, computer, video-streaming and e-mail to send newsletters.
- Developed journals in daily classroom activities that instill a sense of pride to students of their work and progress in word building and sentence making.
- Fostered "centers" in classroom that revolve around a social learning experience, getting to know the other classmates, and working together as a "team".
- Motivated students using stickers and charts for behavior and schoolwork.
- Created a stimulating learning environment by incorporating visual, tactile and auditory ways of learning for every lesson.
- Encouraged and praised students and groups, motivating them to excel and keep trying.
- Read books to students, modeling good reading skills, piquing their interests in reading, and building creative thinking; work on sequence of story, find characters, look at certain words and know the author.

TIFFIN ELEMENTARY SCHOOL, Tiffin, OH

1990 to 1992

### **Teacher / Fundraiser**

Successfully taught approximately 130 students (part time) through motivational and management techniques, design and implementation of lessons, group facilitation, and organization.

#### **ACHIEVEMENTS:**

- Directed communication with diverse age groups and professionals (i.e. administration, local business owners, government officials, parents, faculty, and students) that resulted in successful community based environmental exhibition, Washington D.C. trips, Toledo county fundraisers, and award winning cheerleading squad.

---

## EDUCATION & PROFESSIONAL DEVELOPMENT

**BA, Elementary Education, OHIO STATE UNIVERSITY—1990**

OHIO STATE TEACHING LICENSE, 1991



**Professional Development Program ... Office of Independent Consultants**