

PROJECT MANAGER/MARKETING COORDINATOR

Over 5 years' experience in Project Management with a strong background in overseeing Marketing projects. Skilled in vendor relations, personnel management, revenue growth, and project planning

- Track record of completing projects within budget constraints and meeting deadlines and on time
- Resourceful and innovative in problem-solving; Able to troubleshoot and resolve disputes; Strong prioritization, delegation and planning skills
- Gifted communicator with proven ability to interact and form lasting relationships with, and gain trust of, colleagues and clients at all levels

EDUCATION

Master of Business Administration in Project Management, Liberty University, Lynchburg, VA , May 2012

- Magna Cum Laude
- Relevant coursework in: Strategic Marketing Management; Operations Management; Project Management; Global Project Management

Certified Associate in Project Management (CAPM), Project Management Institute, May 2012

Bachelor of Science in Business Administration, Villanova University, Villanova, PA, May 1999

- Minor: Communications
- Magna Cum Laude; Sigma Beta Delta Honor Society

EXPERIENCE

Enviro Type Masters, Harrisburg, PA

May 2007 – Present

PROJECT MANAGER

December 2011- Present

- Achieve a **revenue growth from \$600K to \$1.5M per year** within my area of management, while keeping overhead low
- Plan and adhere to a budget of up to \$750K
- **Supervise a staff of 15**, involving training, work flow, quality control, conflict resolution, and review processes.
- Direct the acquisition, installation, and maintenance of a 40-workstation system
- Work on advance planning issues including General Plan preparation, special studies, environmental assessments, annexations, and population projections
- Conduct site surveys and formulated site design alternatives within the regulations of the Unified Dev. Code
- Prepare staff reports for the Planning Commission, including slide show and multi-media presentations
- Perform other planning projects, such as special studies related to growth management, hillside management, mobile home park studies, and County General Plan issues

PROJECT COORDINATOR

May 2007-December 2011

- Acted as decision maker in Project Manager's absence
- **Lead contact** for satellite locations; communicated with diverse vendors, contractors, and clients
- Developed and maintained project calendars; coordinated schedule for engineering team and Project Managers
- Prepared meeting minutes, agenda, presentations, and tables; conducted staff meetings and interdepartmental meetings
- Oversaw 10 employees as a stand in **Marketing Manager** for associate's 12 week leave

Villanova University, Villanova, PA

December 2005- May 2007

ACCOUNT MANAGER

- Developed strong relationships with lead vendors; Received **98% positive feedback** from vendor survey
- Managed all aspects of vendor campaigns: contract management, analysis services, new vendor recruitment, & campaign strategy
- Resolved vendor issues and **provided solutions** for technical, logistical, communication & creative challenges

AFFILIATIONS

Project Management Institute, Member 2010-Present

National Business Association, Member 2009-Present

Sigma Beta Delta Honors Society 1999-Present

- Presenter at Villanova Chapter Induction Ceremony 2005, 2008 & 2012

COMMUNITY INVOLVEMENT

OPERATIONS VOLUNTEER

Community Food Bank, Harrisburg, PA September 2011- Present

- Meet with organization Director monthly for planning meeting
- **Provide strategies** and suggestions for funding allocation, volunteer recruitment, and budget setting
- Personally recruited 8 community members to provide volunteer services
- Coordinate with local businesses and religious organizations to partner in fundraising

VOLUNTEER ASSISTANT BASKETBALL COACH

Villanova University, Villanova, PA December 2005- May 2007

- Mentored individual student athletes on work/life balance, basketball skills, and conditioning
- Spoke to team on **work ethic, self-discipline, persistence, and goal setting**
- Invited to address team, parents, and boosters at yearly banquet in March 2011