

Barbara J. Business

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PROFESSIONAL SUMMARY

- Over 10 years' experience in both corporate and non-profit organizational management
- Accomplished professional with proven success of good financial stewardship
- Financial management, business operations, accounting, and business development
- Proven skills in negotiation, networking, and business systems
- Create, lead, and motivate teams and individuals resulting in increased productivity

PROFESSIONAL EXPERIENCE

Business Administrator

May 2009 - Present

Cornerstone Baptist Church, Shillington, PA

- Implemented a financial infrastructure that will manage the liquid and physical assets of the church while creating opportunity to advance financial growth for the future
- Create and balance the budget, providing cash flow projections and strategic planning
- Authored and implemented a revised employee handbook
- Developed committees to assist with managing facility care
- Professional and personal mentor to both pastors and administrative staff

Key Accomplishments:

- Created and executed a new budget to save Cornerstone \$54K annually
- Reduced marketing expenses > \$28K by utilizing social media strategies
- Reduced organization's expenses >10% by renegotiating vendor contracts
- Implemented online giving that increased overall revenue > 7% in less than 2 years
- Reduced mortgage interest rate with an estimated savings of \$689,000 over the life of the loan

Branch Manager

May 2005 - May 2009

Bank of America, Reading, PA

- Successfully engaged customers to assess their financial needs and concerns
- Exceeded sales and customer service goals by > 8%; received referral bonuses for 3 years
- Operational excellence and improved risk management strategies reducing costs by > 13%
- Supervised a total of 8-10 employees including tellers, personal bankers and assistant managers
- Scheduled "Banking at Work" campaigns with various organizations, retailers, and hospitals
- Skillfully managed an \$8M banking center operation consistently coming in under budget

EDUCATION

Master of Arts: Management & Leadership, Liberty University, Lynchburg, VA Anticipated 2016

Certificate, Bank of America Banking Center Managers College, Philadelphia, PA 2007

Bachelor of Science: Organizational Management, Virginia Tech, Blacksburg, VA 2005