

OPERATIONS / BUSINESS DEVELOPMENT DIRECTOR

Exceeding Business Needs through Developmental Operations Management with a Technology Foundation

10+ years experience in business administration, development, and consulting. A creative problem-solver applying Microsoft-certified technology skills, extensive linguistics and business knowledge/education, and “multiple hat” qualifications to improving results. Highly energetic and dynamic professional driven by challenge. Multi-lingual and adept in inter-personal relations and communications. Productive in diverse organizations as an individual contributor as well as a team member/leader. Sets high standards, employs flexible leadership approaches, and emphasizes ethics, responsibility, culture, and development.

Core Talents and Strengths

- Manage Day-to-Day Operations
- Make Firm Strategic Decisions
- Create and Sustain Competitive Advantage
- Identify and Frame Organizational Directions and Growth Opportunities
- Influence Long-Term Performance
- Exercise Diplomatic and Extensive Linguistic, Administrative, and Technological Skills
- Define, Develop, and Implement Organizational Operations, Mission, and Goals via Intuitive Creativity and Analysis
- Create and Chart Enduring, Mutually Beneficial Relationships with Clients and Other Organizations

Professional Experience

Chief Operating Officer | V.P., Business Development

2001 – Present

FireAnalysis.net and Fire Consulting and Case Review International, Inc. (Atlanta, GA and Merriam, KS)

Working closely with the President, this position is responsible for the daily operations of this company that facilitates loss administration, peer review, and vendor management for insurance carriers. Providing leadership, resources, and strategic direction in an effective and aggressive manner, this position is the primary contributor to successful and continuous company development and initiatives. Additionally, this position spearheads and directs client relations, contract negotiations, budget and profitability of the entire organization, and establishes the ethics, culture, and approaches that characterize the company.

As a direct result of my leadership, these Greenfield initiatives deliver superior results using innovative technology and promote responsible growth within the company and its staff, while generating multi-million dollar revenues from international clients. Prior to the inception of these initiatives and relocation to Atlanta, I was the Dir. of Information Systems, managing every aspect of technology operations and project management. This position achieved unusually high success through pioneering innovative marketing strategies, significantly reducing overhead through developmental technology management, training and education, consulting services, and advancing communication skills through peer review.

Independent Contractor / Temporary

2000 – Present

Freelance Business Development / I.T. Services / Website Design (National)

As a catalyst for change, these positions provide strategically enhanced operations, public relations, technology, marketing, and project management approaches and solutions to a variety of clientele and across borders. These endeavors identify and expand key business practices and goals resulting in improved productivity and management, reduced overhead, enhanced communication and marketability, and regulatory compliance.

Education

Masters of Business Administration

In Progress

International Management and Interdisciplinary Business (Bellevue University, NE)

Bachelor's of Science

2006

Business Information Systems – Dean's Scholar (Bellevue University, NE)

Additional

- Microsoft certification, licensed private pilot, and continuing education in I.T. management, foreign language, and aviation.
- Fluent in English and French, basic conversation in Spanish, and introductory Romanian and Bulgarian.
- Volunteer with the Freemasons, the Shriners, and at cultural/continuing education events (sales, PR, fundraising, and operations).