

ASSISTANT OPERATIONS / DEVELOPMENT OR PUBLIC RELATIONS MANAGER

Exceeding Business Needs through Dynamic Operations, Human Relations, and Technology Management

10+ years experience in small business technology and 7+ years in project management, business development, and entrepreneurial management. A creative problem-solver applying Microsoft certified technology skills, extensive linguistics and business knowledge, 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. Sets high standards, employs flexible leadership approaches, and emphasizes ethics and responsibility.

Core Strengths and Talents

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

Professional Experience

Freelance Business Development / I.T. Services / Website Design 2000 – Present
Independent Contractor / Temporary (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. 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.

Yaarab Shrine Flying Fez / Int’l. Shrine Aviation Association 2006 – 2010
Volunteer Ambassador / Secretary / Operations Coordinator (Atlanta, GA)

Originally a member at large and quickly promoted to operations management, a transition typically of several years, this position managed, implemented, and defined the operations of these non-profit organizations by creating and managing administrative documents and procedures, public relations events, fundraising, journalism, and resource management.

Fire Consulting International, Inc. 2001 – 2006
Director of Information Systems / Lead Project Manager (Merriam, KS)

Hired for Internet marketing and immediately promoted to Systems Administrator, this position encompassed every aspect of technology operations and project management. This position achieved unusually high success through pioneering innovative promotional strategies, significantly reducing overhead through developmental technology management, advancing communication skills, and ongoing consulting services.

Education

Masters of Business Administration In Progress
International Management and Interdisciplinary Business (Bellevue University, NE)

Bachelor’s of Science 2006
Business Information Systems (Bellevue University, NE)

Additional

- Microsoft certification 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 events (sales, PR, fundraising, and operations).