

First Last

PROGRAM MANAGER | EVENT COORDINATOR

Phone Number



Email Address



City, ST Zip



LinkedIn Profile



SUMMARY STATEMENT

Strategic, results-driven professional with **20+ years** of experience. Possesses strong **analytical skills** and a proven ability to **maximize sales** and profitability. Skillful communicator, capable of collaborating with vendors, customers, and management, to support company initiatives and **achieve business goals. Manages and coordinates** programs effectively from start to finish. Education includes Business Administration and Management. Available for 85% travel. Willing to relocate.

PROFESSIONAL EXPERIENCE

BRAND DEVELOPMENT

Datapak Services, Inc.

02/2016 - Present

Provide strategic direction for customers. Drive business strategy and product development. Present and quote detailed opportunities to new and existing clients. Oversee cross-functional departments and supervise teams, to produce innovative ideas and product. Ensure proper project flow and efficiencies. Provide consultation and approvals for client-branded content, product, and marketing activities. Prioritize, estimate, and complete projects in support of client and company needs. Translate client objectives and initiate action to accomplish client goals.

SR. PROJECT ASSISTANT

Arcadis U.S.

05/2006 – 02/2016

Supported Global Account Managers in multiple locations concurrently. Performed budget allocation and analysis. Monitored resources to achieve client requirements and company profit. Composed construction contracts and led negotiation of terms as necessary. Outlined meeting agendas, supplied advanced materials, and executed follow-up meetings. Created and presented presentations used for business development.

SR. ASSISTANT PROJECT MANAGER

Oxbow Machine Product, Inc.

01/1999 – 01/2006

Defined project deliverables and monitored status of tasks. Developed action plans and led meetings with clients to review project status and proposed changes to gain efficiencies. Collaborated with cross-functional teams to execute projects and plans. Monitored costs, timescales, and resources used to achieve client requirements.

ACHIEVEMENTS

- Provided direct high-level support to **General Motors'** Director of Global Remediation for the Environmental Consortium and the Commercial Real Estate program.
- Co-managed design, build, and install of powertrain and trim & final tooling for **Ford Motor Company** project budgets in excess of **\$10 million** per plant. Simultaneously managed **5 plants**.
- Executed **Fiat Chrysler Automobiles'** vendor contracts and ensured compliance with appropriate companies' guidelines and insurance requirements.
- Coordinated multi-facility tooling installations at Ford Motor Company truck plants from **conception to completion**.

First Last

“delivering professional project management from start to finish”

General Motors · Fiat Chrysler Automobiles · Ford Motor Company
Pure Michigan · TREMEC · M1 Concourse · American Brain Tumor Association
Mission Point Resort · World Racing League · Fair Racing Development
Grand Traverse Distillery · VERSAskins · Veterans Radio America

PROFESSIONAL EXPERIENCE CONT.

SALES REPRESENTATIVE

American Instrumentation

01/1996 – 01/1999

Identified perspective customers using lead generation methods. Performed an average of 15 cold-calls per day. Assisted with controls install at powerhouses and paper mills. Generated new accounts by implementing content marketing strategies. Targeted new long-term business prospects with established clients. Tracked RFPs and bids to develop new business opportunities. Optimized current revenue streams by networking for additional business prospects with established clients.

LEADERSHIP OPPORTUNITIES

Co-founder of **Day of Hope**. Coordinated one-day event with volunteers, giving their time and talents to help the less fortunate.

Ambassador at the **Greater Brighton Area Chamber of Commerce**.

Marketing volunteer for the Michigan Annual 5K for the **American Brain Tumor Association**.

Treasurer for **Second Chance Support Network**.

AREAS OF EXPERTISE

Product Development
Project Management
Sales & Profitability
Strategic Direction
Microsoft Office 365
Advanced Excel Functions
PowerPoint Presentations
Content Marketing

“Good business leaders create a vision, articulate the vision, passionately own the vision, and relentlessly drive it to completion.”

- Jack Welch

KEY SKILLS

Strong Communication
Client Relations
Cross-Functional Collaboration
Analytical Thinking
Business Development
Effective Networking
Leadership
Highly Organized
Detail-Oriented
Problem Solving
Critical Thinking
Management Organization
Extensive Research

EDUCATION

BUSINESS ADMINISTRATION AND MANAGEMENT

*Madonna College
Livonia, MI*

BUSINESS AND COMMUNICATIONS

*Michigan State University
East Lansing, MI*

PERSONAL PASSIONS

Auto Racing
Automotive Industry
Sports (Football & Hockey)
Event Coordination