

First Name Last Name

Address | City, State ZIP
Phone | Mobile Phone | Email

SUMMARY:

A dedicated professional with training and experience in Operations, Sales/Marketing and Management. Strong organizational and management skills in the coordination of multi-task jobs. Skilled in assessing requirements, determining priorities, analyzing course of action and making adjustments for peak efficiency and profitability. Possess excellent communication and interpersonal skills. Interacts easily with individuals at all levels and from diverse cultures and backgrounds.

PROFESSIONAL EXPERIENCE:

COMPANY ONE – Tempe, AZ

2001 – Present

Civil Engineering Firm

Director of Marketing and Business Development, Board Member (2005 – Present)

Manage the Business Development and Marketing program for consulting engineering firm providing environmental and geotechnical engineering, quality assurance testing and inspections to the residential and commercial development industry. Define and conduct branding initiatives to expand the firm's market presence through active participation in multiple client trade associations, exhibition at industry shows, and targeted advertising. Develop and maintain relationships with clients and industry partners. Client maintenance, evaluate/survey project performance, coordinate company special events. Continuously monitor market conditions, current and prospective clients, and competition through the use of industry related periodicals, Internet, client meetings, surveys and various local/national industry events. Create marketing brochures, qualification packages, corporate resumes and press releases for distribution to current and prospective clients and various media outlets. Coordinate educational seminars for local colleges and universities, trade associations, and current/potential clients.

Assistant Controller, Board Member (2001 – 2005)

Advised CEO, CFO, and board of directors on a wide range of strategic and business planning, finance accounting, and corporate development activities. Directed and coordinated daily accounting operations encompassing the areas of general ledger, payroll, cash flow, cash reconciliations, disbursements and receivables. Reviewed contracts to ensure that invoicing was accurate and in compliance with client billing requirements. Managed daily administration for company 401(k) and profit sharing plan with approximately 150 total participants. Worked closely with payroll department to ensure data, documents, and communications were accurate. Led the research, planning and implementation of new CRM and accounting software to enhance operational efficiency and increase production.

COMPANY TWO – Phoenix, AZ

2000 – 2001

Title Insurance Company

Accounts Payables Manager – Southwest, South Central & North Central Divisions

Assisted Controller and CFO in establishing, maintaining, and enforcing business controls including policies and procedures. Coordinated the monthly reconciliation of division corporate credit card accounts. Led a team of 8 accounts payable associates and reviewed monthly reports to ensure accuracy.

COMPANY THREE THEATRES

1989 – 2000

Theatrical Exhibition Company

Location One – Phoenix, AZ – General Manager (1999 – 2000)

Location Two – Phoenix, AZ – General Manager (1999)

Location Three – Phoenix, AZ – Senior Manager (1998 – 1999)

Location Four – Century City, CA – Senior Manager (1996 – 1998)

Location Five – Chandler, AZ – Manager (1994 – 1996)**Various Locations – Arizona – Staff/Supervisor (1989 – 1994)**

Responsible for overall operations of theatre including management, staff, facilities, equipment and inventory control. Coordinated the marketing and promotional initiatives to increase profits. Selected to participate and a graduate from Company's Theatres West Division Leadership Program in Los Angeles, CA. Promoted to senior management at high-profile theatre in Southern California. Negotiated with motion picture studios on product and scheduling. Developed training program for management and staff to ensure quality control and increased profits. Involvement at local school districts job fairs to ensure adequate staffing levels. Senior Manager for grand opening of Location Two. Scheduled all activities and entertainment for the grand opening week of Location Two. Involved with local chambers of commerce to promote theatre services, including auditorium rentals for meetings and private screenings. Organized pre-release movie screenings for media and invited guests.

EDUCATION:**B.A., Broadcasting Sales and Management, 1996**

Minor: Business Administration

ARIZONA STATE UNIVERSITY, Tempe, AZ**PROFESSIONAL MEMBERSHIPS / ASSOCIATIONS:**

Arizona Association of Economic Development (AAED), Member

American Institute of Architects (AIA), Member

American Public Works Association – Arizona Chapter (APWA), Member

Greater Phoenix Chamber of Commerce

Society of Marketing Professional Services (SMPS), Board Member, Member of the Month – December 2007

Urban Land Institute (ULI), Member

Valley Partnership, Member, Community Project Committee

SOFTWARE:

Adobe Creative Suite 3 (Acrobat/Photoshop/Illustrator/InDesign)

Microsoft Office (Word/Excel/PowerPoint/Outlook/Access)

Crystal Reports

QuickBooks Enterprise Edition

ACT!