

DIRECTOR OF BUSINESS DEVELOPMENT

Highlights

Word, Excel, PowerPoint, Adobe, Java, Oracle JD Edwards Enterprise, Eptome/WinAl, Data Collection, Internet, and Social Media.

Experience

July 2012 Company Name i/4 State

- optimize financial operations by performing complex analyses on enterprise wide negotiations, projections, time-of-business reviews, and guest port services distribution channels, claims/utilization costs.
- Determining the effectiveness of territory by analyzing and targeting special segment of sales reports.
- Provided data from multiple sources for monthly, quarterly, annual, and ad hoc reports generated for various departments and senior management; ensured data was accurate by identifying and resolving errors and discrepancies.
- Reviewed, analyzed, and resolved claims (based on performance, \$50,000 limit of authority quickly eliminated by supervisor); processed thousands claims worth in excess of \$20 million.
- Initiated, calculated and reported upon a quarterly productivity analysis.
- Participated daily in tasks related to financial reporting, budgeting and forecasting, asset and liability reconciliation, working capital, and cash control.

Director of Business Development

May 2014 to Current Company Name i/4 City , State

- Work along side with the management team in an advisory capacity to investigate the needs and propose routes for the business to achieve its goals.
- Implement agreed actions & achieve specific business objectives (managing a test marketing program or a promotional campaign, or introducing new system), then managing hand-over and support if needed to sustain progress.
- I coordinate and lead the sales pursuit process.
- I developed the new business from new customers, and expand existing client relationship.
- Managed the sales strategies/plans to keep it consistent with the company's long range strategic objectives.
- Maintenance Operations study in a high-tech industry, releasing 20-30% capacity.
- Customer Experience transformation, leading the diagnostic and design phases.

Fundraisor Director

September 2012 to March 2014 Company Name i/4 City , State

- Providing collaborative leadership and coordinates submission of interdisciplinary proposals to support capital and needs to advances the needs interests by researching and identifying sources of support or revenue generation.
- Using proactive skills and extensive network by seeking new and expanded opportunities to generate new proposals based on mission and goal statement of organizations' guidelines and interest.
- Advise and assist the Executive Director in devising and implementing fundraising strategies for specific projects and review them on a regular basis.
- Take the lead in developing new fundraising sources.
- Work closely with the Executive Director to increase profile and enhance our reputation within the donor community.

May 2001 to January 2012 Company Name

- Bolletieri Tennis Academy, Bradenton - provided coaching to promising junior players at one of the top tennis academies in the world (2001).
- Flamingo Park, Miami Beach - instructor at busy tennis facility; taught all levels of players; developed loyal and steady clientele (both locals and returning visitors); ran tennis camps (2002 -2004).
- Miami Shores Country Club, Miami - Director, summer tennis camp for kids (10-18); responsible for program development; scheduling head pros; logistics; liaison with accounting regarding pro compensation (2004).
- Private Coach to USTA - top ranked junior Cassandra Herzberg; coaching on physical, strategic, motivational and technique development led to rise in national ranking from 200 to Top 3 (2004-2008).
- Negotiated contracts with major sports brands including Nike, Wilson, and Luxilon; coordinated tournament scheduling and travel logistics.
- Played a key role in the recruitment of Cassandra to Brown University where she hold first position in the roster for all four semesters.

Education

Associate of Arts : May 2011 MIAMI DADE COLLEGE i/4 City , State GPA: Graduated with the Highest Praise, Summa Cum Laude GPA: 4.0 Graduated with the Highest Praise, Summa Cum Laude GPA: 4.0

January 2001 ZAGREB SCHOOL OF ECONOMICS & MANAGEMENT GPA: GPA: 4.0 GPA: 4.0

CFA (CHARTERED FINANCIAL ANALYST, level 1 : December 2013 FLORIDA INTERNATIONAL UNIVERSITY i/4 City , State
Bachelor of Science : Hospitality and Tourism Menagment Finance , December 2012 GPA: Graduated with the Highest Praise, Summa Cum Laude GPA: 3.9 Hospitality and Tourism Menagment Finance Graduated with the Highest Praise, Summa Cum Laude GPA: 3.9

Work History

Company Name

Languages

Multilingual, fluent in English, Croatian, and Cyrillic.

Skills

accounting, Adobe, ad, budgeting, Coach, coaching, contracts, clientele, client, Data Collection, fluent in English, senior management, financial, FINANCIAL ANALYST, financial reporting, forecasting, fundraising, instructor, Java, JD Edwards, leadership, logistics, Director, managing, marketing, Excel, PowerPoint, Word, negotiations, Enterprise, network, Oracle, program development, progress, proposals, recruitment, researching, sales, scheduling, strategic, supervisor

Additional Information

- Hold United States Permanent Resident status (previously held Extraordinary Ability O1 Visa).