

OWNER/PRINCIPLE CONSULTANT

Executive Profile

Education and project management consultant with a career path that emphasizes strategy and development. Throughout my career, my passion has been supporting high-level influencers in educational and youth-serving non-profit organizations in both strategic and tactical decision-making. I have worked in high-performance and high impact educational organizations for 15 years. I am an effective motivator and results oriented leader with a passion for excellence and working with diverse individuals. I have superior cross-functional and remote team communication skills, and am committed to follow through on all challenges for ultimate organization success.

Skill Highlights

- Project Management
- Social Entrepreneurship
- Service Quality Improvement
- Budgeting
- Change Management
- Facilitation, Training, and Instructional Design
- Hard-worker
- Fast Learner
- Business and Strategic Planning
- Cultural Competency
- Knowledge Management Systems Design and Implementation

Core Accomplishments

- **US Army Veteran. Logistics and Supply Specialist. Honorably Discharged.**
- **Scrum Agile Expert Certified.** Understands Agile philosophy and practices including Scrum, Kanban, DSDM, Crystal, XP, and FDD; Has a working knowledge of the various Agile and Lean project management methodologies; Has ability to compare and choose which methodology would be appropriate in a given situation.
- **PMP. Application in process.**

Professional Experience

Owner/Principle Consultant May 2013 to Current

Company Name 1/4 City, State

- Manages a portfolio of higher education, youth and family-serving non-profit clients.
- Provides development, IT strategy and knowledge management systems consultation, advice and implementation.
- Provides operational workflow support, project planning, project management, management training, and technical writing of grant proposals, reports, press kits and master economic development plans.

Continuing Education Instructor Jan 2013 to Jun 2015

Company Name 1/4 City, State

- Consistently receives high evaluation ratings by CT State Employees and professional students for personal leadership and productivity courses.
- Provides instruction in Traditional and Waterfall Project Management methods.
- Uses ADDIE instructional design method to roll out continuing education courses that meet the needs of adult learners.

Project Manager Jun 2005 to Nov 2011

Company Name 1/4 City, State

- Developed and directed 6-year \$1.225 million grant program designed to teach library and IT staff at 25 colleges and universities skills consistent with meeting needs of 21st century learners.
- Led team of project staff and a consultant to design a sustainable business model for grant partner organization. Conducted business planning activities. Facilitated strategy sessions with high-level directors and influencers across multiple educational organizations. Developed financial models.
- Managed both on location and remote grant project staff. Developed communication plans. Oversaw project team tasks and schedule. Managed vendors. Implemented dashboard task and resource management system.
- Administered, managed and successfully closed grant program budget. Managed estimated versus actual budget. Reviewed and edited budget reports in collaboration with Financial Specialist.
- Submitted reports and final deliverables aligned with sponsor requirements.
- Developed training program for IT and Library staff in digital preservation tools and techniques.
- Traveled to partner institutions to provide workflow support and acquire resources in support of local institutional preservation program implementation.
- Designed quality management plan. Reviewed project quality based on plan requirements.

Assistant Librarian to Director of Distributed Learning Aug 2001 to Jun 2005

Company Name 1/4 City, State

- Researched effective delivery models for consultation services, including marketing, production, intellectual property, and service quality evaluation methods in support of DCAPS.

- Prepared background reports, summaries, and documentation for Director of Distributed Learning.
- Designed and managed 6-week intensive summer youth educational program.

Education

Course , Management Consulting 2008 Cornell University Johnson School of Management i¼ City , State

Course , Financial Accounting 2007 Cornell University Johnson School of Management i¼ City , State

MLIS , Library and Information Science 2001 University of Pittsburgh i¼ City , State

MEd , Education 2000 Northwestern State University i¼ City , State

Bachelor of Arts , Theater 1999 Northwestern State University i¼ City , State

Additional Information

- 2015 Secretary. Hartford Commission on Art and Cultural Affairs.
- 2007 FRYE Institute Fellowship. Council on Library and Information Resources/Emory University.
- March 2006 Library Journal Mover and Shaker. Recognizes leaders in the library and information science field.
- 2006 Co-writer and co-designer of successful Rockefeller Foundation \$63,000 Grant program to create an after-school music production studio and educational program for at-risk youth at the Southside Community Center in Ithaca, NY.

Computer Skills

- MS Office Suite
- MS Project
- Adobe CS
- SharePoint