

ProjexPlus+, LLC

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Project Experience

Business Support

Previous projects have included:

Mortgage Bankers Association of the Bluegrass ***Business Consultant since May 2005***

Responsible for the maintenance of the membership database

Prepare agenda for monthly board meetings

Communicate events and announcements to members and media

Take reservations and assist the President with monthly meeting preparations

Invoice for lunches and dues

Record payments

Write a monthly newsletter

Prepare content for website

Family Care Center Volunteer Board

Volunteer Board Coordinator June 2004-August 2005

Prepared agenda for monthly board meetings

Wrote board meeting minutes

Communicated information to board members via email blasts

Assisted board with Anniversary Celebration

- Invitations
- Communications to attendees
- Thank you letters

Coordinated all activities for fundraiser – Mardi Gras

- Developed database for invitations
- Prepared lists for mailings
- Assisted with hotel/food arrangements
- Recorded silent auction items
- Recorded tables/ticket sales; donations
- Created program
- Wrote thank you letters

Professional Women's Forum
Business Coordinator since 2002

Responsible for the maintenance of the membership database – approximately 270 members

Communicate announcements and events via email to the members

Prepare and write the monthly newsletter

Prepare and publish the monthly web directory and printed membership directory

Plan the monthly meetings for approximately 150 attendees

Coordinate yearly membership renewals

Act as a referral resource for members and their businesses

Provide content for the web page

Valvoline Customer Service

Printed Installer/Express Care coupons and advertising slicks for marketing promotions

Entered data into SAP for fulfillment process

Supported the loan application area; Universal Commercial Codes, record retention, loaned equipment lists

Conducted a marketing survey to learn about installers' use of the internet for future purchases

Assisted the Master Data team with tax exemption project in preparation for a tax audit

Valvoline Purchasing/Logistics

Post-audited freight bills resulting in the discovery of over \$200,000 to be reclaimed by the company.

Toyota Motor Manufacturing – Kentucky

Responsible for changes and updates to the Maximo software used in Paint Maintenance

Assisted in documentation for an ISO 14001 project – a plant-wide environmental quality certification process

**Sales/Marketing
Experience:**

TrinSoft, LLC – Lexington, KY
Business Development (1998-2000)

IBM – Lexington, KY
Marketing Representative (1996-1997)

Wyeth Pharmaceuticals – Lexington, KY
Territory Representative (1989-1995)

Institutional Distributors – Lexington, KY
Distributor Representative (1984-1989)

Education:

Xavier University, Cincinnati, Ohio
**M.B.A., Management - Emphasis in Marketing and
Management**

University of Kentucky - Lexington, Kentucky
B.S., Human and Environmental Sciences

Computer Applications: Microsoft Excel, Access, Word, PowerPoint, Windows XP,
Publisher, Outlook; SAP, Lotus Notes, Macintosh desktop
publishing

Professional Activities: Professional Women's Forum
National Association of Female Executives
National Association of Women Business Owners
Commerce Lexington
ISBO – Independent Small Business Owners

Affiliations: Better Business Bureau—BBB Care Program