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| **CAREER SUMMARY**A business and IT professional with more than 15 years of work experience in project management and coordination, resource management, financial analysis and mainframe programming. Also, a certified high school math teacher.  |

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| **CORE COMPETENCIES**

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| Project Coordination  | Resource Tracking | Budgeting & Forecasting |
| Vendor Contract Management | Financial Reconciliation | Capacity Planning |
| Mathematics | Data Analysis | Problem Solving and Research |

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| **TECHNICAL EXPERTISE**

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| Excel, Word, PowerPoint, Access | Clarity PPM | VersionOne  |
| COBOL/CICS | DB2/SQL | JCL, VSAM |

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| **WORK EXPERIENCE**

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| **Business/Resource Manager** *Contractor through PRO Unlimited for Cigna*, Windsor, CT | 2014-2016 |
| Managed the human and financial aspects of a 40-member IT organization that is responsible for the content on the Cigna.com website and has a $5 million annual operating budget supporting more than 70 projects. * Obtained an additional $2M for funding and project opportunities for 2016, which increased the proposed 2016 budget to $5M
* Identified more than $200K that could be retained by direct billing
* Created greater visibility into the financial and resource utilization for senior management to use in vendor contract negotiations
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| **Long-term Math Substitute Teacher***E. O. Smith High School*, Storrs, CT*Coventry High School*, Coventry, CT*Greater Hartford Academy of the Arts*, Hartford, CT*Windsor Locks High School*, Windsor Locks, CT |  |
| Taught Calculus, Honors Pre-calculus, Honors Geometry, Algebra 2, Algebra 1, Life Skills Math, Pre-Algebra. |

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| **In-School Suspension Paraprofessional***Tolland High School*, Tolland, CT |  |

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| **Licensed In-home Childcare Provider***Acorn Acres Daycare*, Tolland, CT |  |

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| **System Analyst** *Aetna Life & Casualty*, Hartford, CT |  |
| Developed COBOL/DB2 and Cross System Product (CSP) mainframe corporate travel application systems.* Worked directly with customers
* Participated in all steps of application design, development and implementation
* Mentored new employees and developed
* Developed and conducted training of colleagues in IBM’s Cross System Product (CSP)
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| **Programmer Analyst***Women’s Specialty Retailing Group*, Enfield, CT |  |
| Maintained retail COBOL/CICS application systems. Responsibilities included documentation and on-call support. |

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| **Programmer Analyst***The Travelers*, Hartford, CT |  |
| * Provided technical COBOL/CICS/DB2 support of corporate business application systems
* Updated, implemented, maintained, supported and documented automobile insurance COBOL/VSAM mainframe application systems
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| **EDUCATION**

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| **Eligible for Certification in Mathematics Grades 7-12, Endorsement Code #029***CT Dept. of Higher Education – Alternate Route to Certification*, Hartford, CT |  |

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| **Master of Science, Management***Renssalear Polytechnic Institute at the Hartford Graduate Center*, Hartford, CT |  |

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| **Bachelor of Science in Business Administration,** **Quantitative Methods** *Western New England College*, Springfield, MA |  |

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| **VOLUNTEER PROJECT MANAGEMENT EXPERIENCE**

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| **Service Unit Cookie Manager***Girl Scouts*, Tolland, CT |  |
| Managed the annual Girl Scout cookie campaign for the entire town of Tolland, from December through May. * Conducted training for 30 troop leaders and their cookie managers in the details of the annual campaign
* Compiled orders from 30 troops for the delivery of approximately 20,000 boxes of cookies (almost a full tractor-trailer load)
* Coordinated approx. 12 cookie booths
* Managed payment for cookies (approx. $80,000)
* Reported to Council the details of the town campaign
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| **Newsletter Editor and Website Master***Tolland Elementary Parent/Teacher Organization*, Tolland, CT |  |
| * Created and maintained the stand-alone website
* On a monthly basis obtained content from committee chair people and formatted content into newsletter of approximately 4 – 12 pages
* Used school resources to print and collate two-sided newsletters for 1500+ families and 200+ school personnel
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