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

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| **WORK EXPERIENCE**   |  |  | | --- | --- | | **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 | |  |  |  | | --- | --- | | **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. | |  |  |  | | --- | --- | | **In-School Suspension Paraprofessional**  *Tolland High School*, Tolland, CT |  |  |  |  | | --- | --- | | **Licensed In-home Childcare Provider**  *Acorn Acres Daycare*, Tolland, CT |  |  |  |  | | --- | --- | | **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) | |  |  |  | | --- | --- | | **Programmer Analyst**  *Women’s Specialty Retailing Group*, Enfield, CT |  | | Maintained retail COBOL/CICS application systems. Responsibilities included documentation and on-call support. | |  |  |  | | --- | --- | | **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**   |  |  | | --- | --- | | **Eligible for Certification in Mathematics Grades 7-12, Endorsement Code #029**  *CT Dept. of Higher Education – Alternate Route to Certification*, Hartford, CT |  |  |  |  | | --- | --- | | **Master of Science, Management**  *Renssalear Polytechnic Institute at the Hartford Graduate Center*, Hartford, CT |  |  |  |  | | --- | --- | | **Bachelor of Science in Business Administration,** **Quantitative Methods**  *Western New England College*, Springfield, MA |  | |

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| **VOLUNTEER PROJECT MANAGEMENT EXPERIENCE**   |  |  | | --- | --- | | **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 | |  |  |  | | --- | --- | | **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 | | |