

## QUALIFICATIONS SUMMARY

Analytical manager accustomed to achieving results in fast-paced work environments requiring excellent communication and interpersonal skills. Organized, detail-oriented, and able to effectively plan.

- Project Management
- Staff Supervision
- Time Management & Scheduling
- Problem solving
- Report Preparation
- Team building

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## EXPERIENCE HIGHLIGHTS

### Management, Supervision and Planning

- Successfully managed daily operations in fast-paced software development office, comprising 35 individuals, in development and project management capacity. Organized team-building activities.
- Hired and trained staff as a manager of upscale retail store. Participated in staff recruitment and employee feedback in the capacity of software project manager.
- Planned, scheduled and oversaw a Career and Education Fair, successfully involving over 200 attendees, 12 sponsors, multiple vendors, and several volunteers.

### Organization, Communication and Information Management

- Coordinated concurrent projects in the face of shifting priorities, anticipating and solving problems and mitigating risks
- Interacted with the public in a retail setting. Built and maintained very successful working relationships in multicultural office setting
- Participated in preparation and critical review of project, technical and user documents for software applications.

### Computer Skills

- Adept in a variety of desktop applications including Microsoft Office – Word, Excel and PowerPoint

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## EMPLOYMENT HISTORY

Freedman's/Town Shoes  
Sales Associate

Vancouver BC  
2010-current

Friends For Life  
Database Assistant

Vancouver BC  
2011

RSA Security, Inc  
Project Manager  
Sr. Software Developer

Vancouver BC  
1999-2006  
1998-1999

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## EDUCATION

Project Mgmt Institute  
UBC – Vancouver BC

PMP (Project Management Professional)  
M. Sc. Computer Science

2007  
1995

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## VOLUNTEER

VIFF  
Friends For Life

Info Line / Driver  
Wellness Center Host

2013  
2007-2010

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