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## Business Operations Executive

*30+ years' success administering business operations and managing programs*

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Repeated success guiding sizeable, cross-functional teams and managing daily business operations. Experienced in developing and implementing process improvement tools. Effective in designing strategic and tactical action plans and adjusting current programs to comply with operational targets. Skilled in overseeing financial management and fundraising initiatives. Versatile problem solver with excellent interpersonal skills.

### Highlights of Expertise

- Strategic Business Planning
- Process Improvement
- Recruiting and Staffing Initiatives
- Contract Development / Negotiations
- Budget Administration / Management
- Process Redesign / Change Management
- Fundraising Programs
- Team Building and Leadership

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## Career Experience

SAVEage Club, Sterling, IL

**Executive Director** (July 1991 to Present)

- ◆ Collaborate with Board Members and Consultant to manage and oversee a \$10M Capital Campaign.
- ◆ Assist Building Committee Members and Architect in designing major facility renovation and addition.
- ◆ Collaborate with Board Members to introduce and implement strategic and tactical action plans.
- ◆ Developed and led the strategy of operational targets; adjusted the developmental programs.
- ◆ Administer \$2.7M annual budget and \$16M endowment.
- ◆ Prepare and administer budgets, coordinate staffing, and oversee program development initiatives.

ProActive Club, Sterling, IL

**Executive Director** (December 1989 to July 1991)

- ◆ Provided guidance and support in the management of day-to-day business operations.
- ◆ Worked with the Board of Directors on budget planning, board development, and fundraising initiatives.
- ◆ Reviewed operational systems, designed new programs to improve the processes and policies to support the company's mission; made the organization a member of ProActive Clubs of America.

### Additional Experience

**Project Director** (1986 to 1989) ■ SAVEage Club, Sterling, IL

**Guidance Director** (1984 to 1986) ■ Boys Club of New York, New York, NY

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## Education & Credentials

**Bachelor of Science in Business Administration** – State University, New York City, NY (1984)

### Awards

- Herman Prescott Award Recipient (2014)
- Executive of the Year (2008)

### Memberships

- Nassau County Board of Women's Basketball Officials Association (2015 to Present)
- Locust Valley Rotary Club (1991 to 2011)

### Volunteering

- Volunteer Basketball Coach (2006 to 2015)
- Gift of Life Volunteer/Interpreter (2010 to 2013)