

RITA HADLEY

25 Solo Road | Kingsville, CT 84523 | T: 804.673.5026 | Email: rittahadley@me.com

Driven and analytical professional with a history of executive level management. Conducts financial analysis, engages in strategic planning, and implements policies and procedures. Effective liaison between departments to ensure that all groups are working in cohesion. Proven track record of improving productivity and reducing costs. Experience as an educator and engineer were crucial in developing collaborating, interpersonal, problem solving, and organization skills. Developed an ability to drive projects to completion on time and with limited resources.

CORE SKILLS AND COMPETENCIES

Cost-Benefit Analysis
Resource Allocation
Administrative Organization
Microsoft Office

Inter-department collaboration
Policies and Procedures
Strong working relationships
Microsoft Visio and Project

Sales Pitch
Strategic Planning
Problem-Solving
Adobe Acrobat

PROFESSIONAL EXPERIENCE

PROJECTS INC.

Director of Operations and Human Resources

(2017-Present)

Manages the day-to-day operations and resources of the organization by developing, recommending, implementing, and coordinating policies and procedures. Analyzes cost-benefit and plans and implemented human resource strategy. Ensures that all departments are working in cohesion by communicating changes in policies and procedures and acting as a liaison between PEO, senior leadership, and employees.

Finance Manager

(2015-2017)

Implemented time and expense tracking software and standardized invoicing and payroll processes. Designed and maintained tracking tool for company's project costs and finance projection.

- Duties resulted in significant time and cost savings.

Project Manager

(2011-2015)

Ensured that internal projects were completed by the deadline and that results were communicated across the organization. Expedited task completion by fostering strong working relationships which was invaluable in collaborating with senior leadership and multiple departments. Developed and instituted company policies and procedures and supported internal brand and culture. Monitored and reported operational metrics.

CHARLOTTE CITY SCHOOL DISTRICT

(2007-2011)

Bilingual Elementary Teacher

Bilingual English-Spanish teacher of general education courses for the first, second, and third grades. Developed high-quality Spanish curriculum that adhered to state standards.

- Enabled children to academic success with limited time and resources and in a high-pressure environment by catering teaching style to individual and group needs.
- Connected with distressed students with high-poverty, homelessness, trauma, and immigration challenges to successfully address social, emotional, and cultural needs.
- Built a school-based community through an understanding of parents' native language and cultural needs and working with many different personalities.

EDUCATION

Edgewood College Madison/MATC, Madison, WI
Bachelor of Elementary Education/ESL Bilingual (2011)

Universidad de los Andes Mérida, Venezuela
Bachelor of Forestry Engineer (1995)