

## Objective

Versatile Small Business Consultant/Owner with 7 years' experience leading cross-functional teams in high-tempo technical organizations. Skilled at coordinating cross-functional teams to accomplish a common task or goal. Specialized in quality, efficiency, risk management, logistics, projects/programs, operations, and personnel management.

## Skills

Quality Assurance, Operations Management, Microsoft Office, Project Management

## Work Experience

### Small Business Consultant/Owner

**Diana Simaitis** - 2012 – 2019

- Consulted with organizations and small businesses to provide human resources, management, and communications services.
- Worked with owners and leaders to re-brand and streamline operations.
- Performed employee searches, background checks and interviewed leading candidates.
- Created communication plans which helped to define how clients want to be known, what they wanted to say to their constituents and how they could best reach them.
- Analyzed revenue, expenses, and efficiency possibilities to create budgets and strategic growth plans.
- Wrote speeches for multiple clients including contributing to the Michigan State of the State.
- Independent business owner while concurrently attending university.

### Small Business Consultant

**ABC Corporation** - 2011 – 2012

- Worked with Honduran Chamber of Commerce consulting with small businesses in two of the largest cities.
- Monitored the organization and implementation of three new businesses.
- Wrote funding proposals for USAID Small Project Assistance funds.
- Taught teachers and students The Junior Achievement Program.
- Organized and coordinated business seminars for local farmers.
- Completed a three-month language and cross-cultural training program.
- This is Dummy Description data, Replace with job description relevant to your current role.

## Education

Masters of Science - 2010 (Gerald R. Ford School of Public Policy)