

Marie Hooper

 marie.hoopr.io  marie.ashtari@gmail.com  Palm Beach Gardens, FL

EDUCATION

 B.S. Finance
Entrepreneurship Minor
University of Florida | 2011






INTERESTS

Wakeboarding
Tennis
Boating
Traveling
College Football

PROFILE

Enthusiastic and innovative professional with 3+ years of experience in project management and business process analysis/design. Major strengths in relationship building, teamwork, user interface design and problem solving with a focus on customer service and attention to detail.

SKILLS

 Project Management
 Google Apps
 Business Process Design
 UI/UX Design
 HTML, CSS, JavaScript



EXPERIENCE

- AUG 2013 - PRESENT • **PROJECT MANAGEMENT ADMINISTRATOR | Wantman Group, Inc.**
West Palm Beach, Florida
Helped president and project managers more accurately project revenue and staffing needs through proliferation of software
Assisted in design and development of company intranet and automation of multiple business processes
Spearheaded development of paperless contract management
Developed several applications to analyze financial metrics and track project pursuits
Performed all financial functions for transportation and civil engineering divisions
- MAY 2012 - JUL 2013 • **BUSINESS SYSTEMS ANALYST | University of Michigan Athletic Dept.**
Ann Arbor, Michigan
Designed and developed Athletic Department intranet for Athletic Department staff and student-athletes
Worked closely with project stakeholders to understand requirements for new applications and changes to existing ones
Managed a variety of projects and software selection/implementation through entire lifecycle
Interpreted and transformed end user needs into functional, intuitive solutions
Held monthly lunch and learn sessions to educate groups of 60+ staff about various technology applications
Automated multiple business processes throughout channels of Athletic department
Developed working knowledge of programming languages
Acted as a liaison between IT department, staff and outside software vendors
- MAY 2012 - JUL 2013 • **CERTIFIED PERSONAL TRAINER | Saline Fitness**
Saline, Michigan
Designed and implemented various circuit workouts for group boot camp fitness classes
Motivated adults from a variety of fitness levels to create and achieve personal goals
Encouraged new member sign-ups through a variety of promotional activities
- JAN 2012 - MAR 2012 • **OUTSIDE SALES DISTRICT MANAGER | ADP**
Los Angeles, California
Sold payroll, HR, employee benefit solutions to small businesses
Managed client relationships and lead generation from a variety of sales channels
- JUL 2009 - DEC 2011 • **FLOOR INSTRUCTOR/SUPERVISOR | Gainesville Health & Fitness**
Gainesville, Florida
Helped members achieve fitness goals while building lasting relationships
Responsible for training and testing potential and new employees
Promotion to shift Supervisor, responsible for 6 employees in various departments and facilities