

# Marie Hooper

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## 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 business process analysis and design. Major strengths in relationship building, teamwork, user interface design and problem solving with a focus on customer service and attention to detail.

## SKILLS

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



## 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