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## SITE LEAD/PROCESS ANALYST

### Summary

I am seeking a position that challenges my current experience and grants the opportunity to make a measurable impact. Much of my experience is transferable, specifically in the areas of business strategic planning, process development, problem resolution, customer service, attention to detail. I also look forward to further developing my skills and talents within the context of the organization. I am a strong planner and problem solver, who readily and easily adapts to change. I work well individually or within the context of a team, and consistently exceeds expectations. Able to manage multiple priorities and meet tight deadlines without compromising quality.

### Skills

- Leadership development training
- Process development
- Bank reconciliations
- Office Management
- Conflict resolution
- Complex problem resolution
- Strategic planning
- Records Management
- performance tracking
- Business recovery and sustainability
- Interpersonal Customer Service
- Spreadsheets/Reports
- All forms of communication including verbal, written and digital

### Computer skills

- Microsoft office Suite
- workday program
- kronos
- Regloginc
- Arrow and CPI
- Fidelity
- QuickBooks

### Accomplishments

- Multiple awards for performance.
- Cut operating expenses by 45 % year over year by created new workflow process that enhanced efficiency
- Reduced office expenses by finding smarter solutions for vendors, suppliers and services.
- Five years of training on leadership development and mentorship
- Completed over 50 books on leadership, people skills and business management.

### Experience

site lead/process analyst

City , State Company Name / Sep 2013 to Current

- Developed organizational change management strategies.  
Reduced organizational operating costs by