E x p e r i e n c e

**Commonwealth Landscape Management** Charlotte, NC General Manager 2009-2016

• Established and operated successful landscape company

• Created processes and documentation for scheduling workload and allocating resources for work orders

• Accurately accounted for revenue, material requirements, labor, and profit

• Developed effective network of architects, business owners, clients, community associations, property managers, real estate developers, subcontractors, accountants, and employees

• Utilized ADP Payroll system for typically 3-5 employees

• Generated monthly invoices through accounts receivable manager, with receivables of 20-50k/month

**Nortel Networks** Dallas, TX North American Carrier Operations – Contract analyst 2008-2009

• Led project team to increase cost savings in data processing

• Conducted process development/simplification through SAP automation and reduction of manual invoicing

**Real Estate Investment** **Group** Asheville, NC Operations Director / Partner 2006-2008

• Coordinated operations as primary point of contact among team members

• Managed contractors and supervised operations for construction projects

• Performed and monitored daily construction operations to ensure timely project completion

**The Hearst Corporation** Charlotte, NC Strategy Analyst 2001-2005

• Performed regular auditing of ongoing initiatives to increase market share by providing recommendations for expansion

• Conducted extensive market research on company owned magazine titles to reconcile costs and expand profitability

**The Community Center of Charlotte** Charlotte, NC

Assistant Director

• Encouraged membership, recruited volunteers, and supported operations

**Self Determination Project – (RSS)** Charlotte, NC

Volunteer

• Fostered relationships between participants and families of special needs individuals

• Participated in ‘buddy program’ and events such as Special Olympics

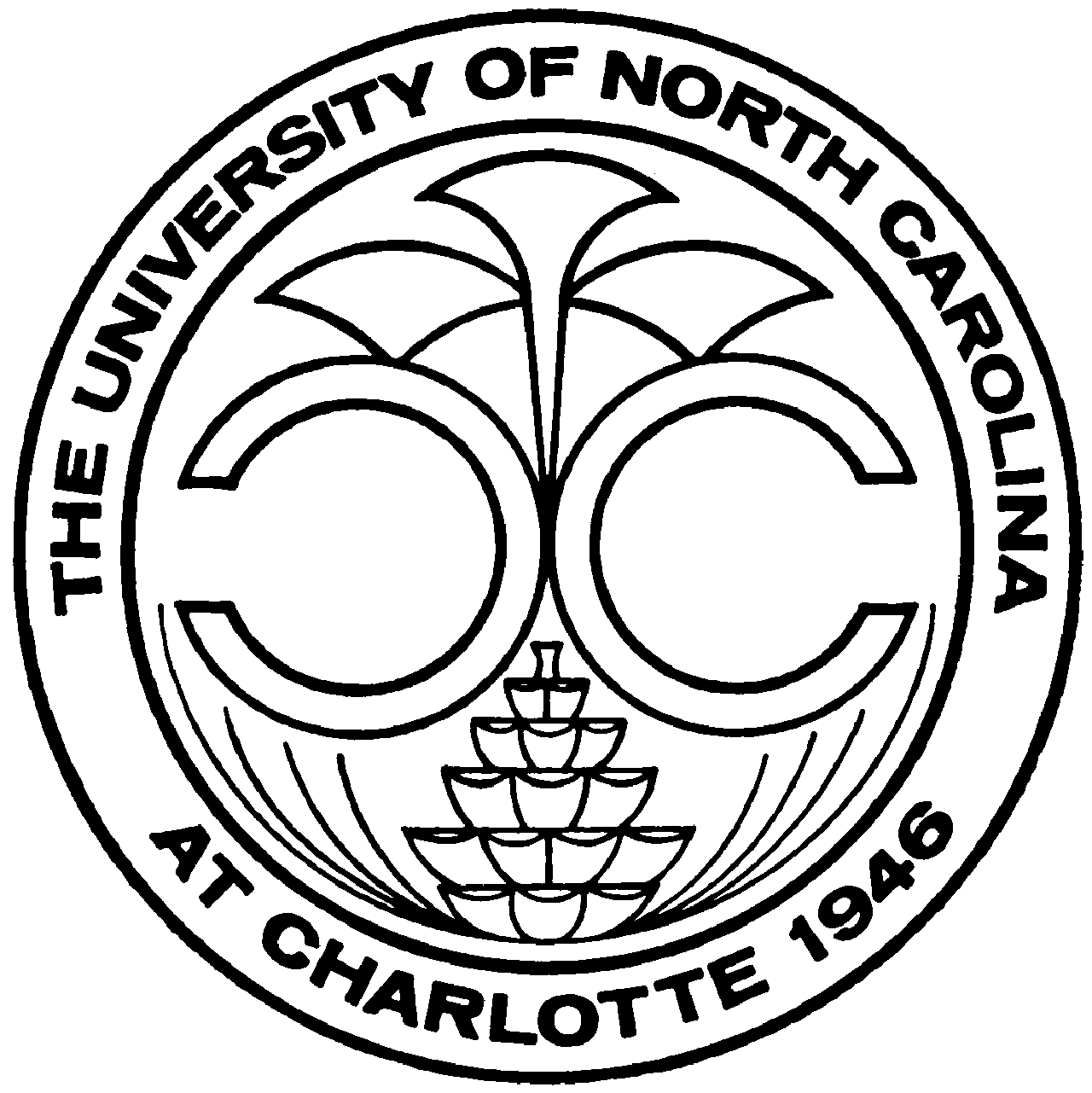
Business professional with 15 years of demonstrated success. Able to multi-task in a quick paced environment and proactively prioritize, analyze, and problem-solve. Good communicator and relationship builder. Successful manager and operator of multiple business ventures.

E d u c a t i o n

**The University of North Carolina at Charlotte**

BA in Industrial Organizational Psychology Minor in Organizational Communication

* GPA 3.9
* Graduated Magna Cum Laude, 2006



A w a r d s & R e c o g n i t i o n

**2014 Rising Stars of Charlotte** Recognition of rising landscape maintenance and installation companies in the NC market

**2005 National Dean’s Society** – National Academic Recognition

**2005 Significant Contribution Award** – The Hearst Corporation

**2004 Psi Chi Honor Society**

A c t i v i t i e s

S k i l l s

Microsoft Word

Microsoft Excel

Microsoft Office

SAP

Oracle

Lotus Notes

Other – Process improvement, project management, organization, strategic planning, effective communication