## PROFESSIONAL PROFILE:

* Excellent written and verbal communication skills.
* Success with a balanced, personable and professional approach.
* MBA with experience in research and analysis.

## EMPLOYMENT HISTORY:

**The Standard, 2011-Present**

Investment Analyst I:

* Provided Pension consultants with illustrations and comparisons to assist them in their bid for multimillion dollar sales.
* As process owner I was responsible for the addition, termination and change in group annuity funds.
* Revised Global Fund termination and addition processes to be salient and accurate.

**The Standard, 2009-2011**

Fund Support Account Analyst:

* Centralized and consolidated the position so that one person was able to do the work of 2+ people saving $200,000 a year.
* Instituted new processes and dashboards resulting in a more accurate and consistent information.

**The Standard, 2007-2008.**

Data Specialist & Financial Analyst Consultant:

* Using phone and e-mail I helped clients understand how to upload data into Standard’s proprietary application.
* Developed an excel spreadsheet and dashboard that was used by the data analyst to track the progress of their clients during the conversion.
* Reconciled general ledger financial statements with bank accounts.
* Evaluated Standard’s real estate investment portfolio by calculating values and comparing 2006 results with original underwriting.

**Unitus Credit Union, 2007.**

Financial Analyst Consultant:

* Provided monthly reports to the Unitus Controller and Board of Directors.
* Developed recommendations for Unitus Health Savings Account rates.

**Intel Corporation, 2005-2006.**

Financial Analyst:

* Updated, closed, projected and reconciled $25 Million IT budget.
* Calculated financial analysis for proposed $30 Million IT project. Analysis resulted in project being excised from further consideration.

**Entrepreneur Consulting: Squire Park Arts Group, 2004: Seattle University.**

Business Analyst:

* Developed feasibility and pilot study for a non-profit neighborhood arts group
* Developed recommendations that the arts group partner with other neighborhood groups to assist in generating grant monies.

**Global Business Consulting Program, 2004: Seattle University.**

Financial Analyst:

* Developed financial model to evaluate post-merger operational synergies of Airborne International/DHL and presented research results and options.

**Robert McNeel & Associates, 1997 – 2001.**

Production Manager:

* Managed production, quality control, logistics, and distribution of software.
* Provided support for customers and staff.

## EDUCATION:

**Master of Business Administration**

Seattle University, Washington State

**Master of Arts, Climate Studies**

Indiana University, Indiana.

**Bachelor of Arts, Geography**

Humboldt State University, California.

**Exchange Student**

Waseda University, Japan.

**ACHIEVEMENTS:**

* Member, Pi Gamma Mu, Social Science Honor Society
* Intel Award 2005 – For burden rate and budget adjustments during the planning cycle.
* Intel Award 2006 – For implementing post-contract management of contracts.
* President, West Side Wine Making Club, 2010 - Present
* Big Brothers Big Sisters Columbia Northwest 2010 - Present