

EDUCATION

VIRGINIA POLYTECHNIC AND STATE UNIVERSITY, Blacksburg, VA

Pamplin College of Business

Bachelor of Science in Business Management, Aug 2011

WORK EXPERIENCE

Audi Mobility Project Manager, Audi of America, Inc.

SCOTT REYNOLDS, Herndon, VA

Feb '16 – Feb '17

- Coordinate and maintain vehicle ordering and lifecycle planning for mobility pilot and project fleets
- Manage CVR process including the approval, monthly maintenance, and surrendering of corporate fleet vehicles
- Process and file invoices in alignment with Audi financial controller and \$6 million budget
- Facilitate weekly staff meetings with colleagues from Audi on Demand and Audi at Home in San Francisco, CA
- Communicate with ports and senior distribution specialists to ensure the timeliness of fleet deliveries
- Distribute weekly newsletters on the research of industry trends and OEM investments in the mobility market

Parts & Accessories Sales Reporting Specialist, Volkswagen of America, Inc.

RONALD ESPINOZA, Herndon, VA

Apr '13 – Feb '16

- Developed, managed, and distributed parts and accessory dealer objectives for US dealer body
- Maintained and communicated timely sales reports and sales forecasts to regional and internal stakeholders
- Prepared performance evaluation presentations using Think Cell integration for month-end fiscal close of sales
- Tactical segments reporting and maintenance of mechanical, accessory, collision, chemical, and tire sales
- Coordinated with Parts and Accessories Sales Specialists to maintain master historical data and pricing reports
- Partnered with Accessories Sales Specialist with pricing updates, accessory code activation, and ad hoc requests
- Developed innovative field and logistic order trackers for parts and accessories sales promotions
- Performed market watch analyses in preparation for OEM industry benchmarking
- Forecasted year-end close of business based on parts and accessories segmented market trend analysis
- After Sales KPI dashboard development and distribution to Vice President and stakeholders for performance review

Proposal Coordinator, Geographic Services, Inc.

JENNIFER LOPATIN, McLean, VA

Aug '12 – Apr '13

- Managed and designed business proposal documents in accordance with corporate guidelines
- Communicated progress of business proposals to management on a recurring basis
- Used Excel to assist team development and formatting of proposal cost structures
- Managed and provided final oversight on the design of cover, back, spine, and internal graphics
- Coordination with printing and graphics companies to ensure deadlines were scheduled and consistently met

Business Development Intern, Herischi & Associates

ALI HERISCHI, Bethesda, MD

Mar '12 – Aug '12

- Proposal and business plan drafting for management review
- Development of Pro-Forma balance sheets, cash flow, and income statements
- Marketing and Industry analysis, discovering the target market and segmenting company services
- Devised an analysis of direct and indirect business competitors and pinpointing advantages/disadvantages
- Developed revenue structure for service advertising

Small Business Consulting Team Member, Grayson LandCare

RICHARD DAUGHERTY Ph.D., Blacksburg, VA

Jan '11 – May '11

Quality Management Consulting, LewisGale Montgomery Regional Hospital

WANDA SMITH Ph.D., Blacksburg, VA

Jan '11 – May '11

TECHNICAL SKILLS

Excel – Report, dashboard, and spreadsheet development using quantitative reasoning and sales forecasting

PowerPoint – Presentation development using Think Cell integration for automation of departmental performance evaluations

SAP Systems – Experience with SAP Business Objects and Explorer for database query design and integration with Excel interface

Language Tools – Practice of data encoding using HTML, SQL queries, XML, and Visual Basic