**Danielle Allwood**

Atlanta, GA | 470-875-9189 | danielle.allwood17@gmail.com | www.linkedin.com/in/daniellenewbyallwood

**Operations Manager**

**Project Management** **| Change Management** **| Leadership & Training**

|  |  |
| --- | --- |
| **Operations Management**  **Budgeting & Finance**  **Cross-Team Collaboration**  **Analytical Acumen**  **Remote / Freelance**  **Strategic Planning**  **Reporting & Documentation**  **Marketing Strategies**  **Policies & Procedures**  **Team Leading & Management**  **Google Analytics** | Accomplished proactive operations management professional with extensive experience in diverse roles, driving operational processes and improvements for multiple clients.  Skilled in aligning human capital with strategic objectives. Flexible in responding to constantly changing organizational, financial, customer, and market demands.  Adept at project management, cost-control, improving operational efficiency & productivity and developing & implementing effective strategies for accomplishing objectives and goals.  Achievement driven & action-oriented professional, focused on accountability and team building, with a management style that brings out best in people.  Intuitive people manager and problem solver with ability to identify opportunities for improvement, translate into specific objectives, create plans, marshal required resources, and manage through to completion. |

**Professional Experience**

Hillside Presbyterian Church|Decatur, GA 2019 - Present

**TREASURER (P/T – CONTRACT/ REMOTE)**

Attend Finance Sub-committee & Administration meetings to forecast expenses or changes to church’s operation strategy. Create monthly and ad-hoc reports for management/shareholders and respond to queries. Utilize QuickBooksPro to reconcile invoices, bills, and bank statements with church ledger; identify discrepancies and bring to management’s notice.

* Reduce expenses for HPC through research, prioritization, cost comparisons, for spending at better options including GA Power & Natural Gas and Adobe Acrobat Pro DC program.
* Devise strategies to assist finance subcommittee in transforming credit card policies preventing fraud & card abuse.
* Update reimbursement process, ensuring on time payment for requestors and compliance with tax auditors.
* Contribute in financial audits/reviews to compare accuracy of financial data with tax auditor findings.
* Resolve issues between parties and presented solutions through collaboration meetings.

National Association of Chronic Disease Directors (NACDD-CDC)|Decatur, GA 2019

**PROJECT MANAGER/OPERATIONS & HR ASSISTANT (FREELANCE)**

Liaised with HR Director to complete low-benefit enrolled forms, schedule 1-to-1 introductory meetings & IT on-boarding of new hires, and creating workshop training materials. Performed ad hoc responsibilities (in collaboration with Executive Assistant to CEO) for staff, members, and partners for planning special projects & events. Collaborated with evaluation department for data compilation in Excel and Google Forms, assessing member and program readiness. Attended HR investigation meetings with head of HR/operations/employees, delivered reconciliation measures and resolutions.

* Audited and updated health subject matter expert charts by following up key studies from Public Health peer-to-peer trainings for Programs Department through Zoom subject matter expert calls and webinar-based sessions.
* Determined public health needs of each focus group by accumulating gathered data and sampling in Excel.
* Increased staff’s access to supplies, assisting them in speeding process of preparation for meetings by organizing/labeling supply closet.

Hillside Presbyterian Church |Decatur, GA 2019

**OFFICE SUPPORT (CONTRACT)**

Utilized MS Office to introduce and implement new procedures including donation tools and administrative systems. Assisted treasurer in maintaining monthly budgets in Excel, reallocating funds, and processing vendor compensation. Supported writing, editing, printing, and distributing job descriptions for social media, company website, and weekly promotion. Interfaced with pastor, clerk of session, and ministry for arranging outreach events aimed at strengthening peoples’ spiritual relationships and volunteering for causes like “Feed the Hungry”.

* Influenced upper management into investing in additional AT&T routers, utilizing Google products, and purchasing cloud-based software for increased productivity, reduced clutter, and overseeing project performance.
* Fostered trusting relationships between departments, allowing redesign of Sunday bulletin which led to increase financial investment in church and sweat equity by members.
* Coached and mentored new secretary, easing onboarding process for undertaking job duties and relationship building with management without delay.

Robert Half International|Atlanta, GA 2018

**SOUTHEAST FIELD MARKETING MANAGER (FREELANCE-REMOTE)**

Created and strategically managed quarterly/annual field marketing budget for company’s business in Southeast region. Instrumental in meeting operational growth objectives, strategically positioning brand as local marketplace leader, elevating awareness and customer usage. Coordinated with Legal/Compliance departments regarding regulations and requirements for marketing and event initiatives through Microsoft Teams.

* Interpreted cost effectiveness of promotional products to restructure email list and salesforce database leading to discover potential local talent.
* Secured Robert Half’s speaking engagements/sponsorships for conferences/events, leveraging brand awareness, revenue, and CPE's.
* Expedited marketing strategies and initiatives for 200+ events & 40 offices, liaising with Event Coordinator and PR.
* Delivered training to event coordinator regarding funds allocation, inventory management, and departmental budget review in Excel for accurate structuring.

Spelman College|Atlanta, GA 2017 - 2018

**DONOR RELATIONS MANAGER, (CONTRACT)**

Collaborated with Annual Giving/Marketing teams for registering and loading donor/contribution data into college’s BANNER database. Developed budget for 40+ local and national events per year, achieving financial goal for implementing Arts and Innovation Center before campaign kickoff.

* Revamped scholarship securing process by creating student biography packets and financial information; influencing donors to donate more money for students in STEM field.
* Secured $1M with philanthropy director by crafting a memorable university homecoming event.

***Additional experience (Remote/Contract):***

* **Event Facilities Manager |** C4Atlanta Fuse Arts Center **|** 2017
* **Market Tradeshow Coordinator |** AmericasMart- Vocal Apparel **|** 2014 - 2017
* **Conference Coordinator – P/T Institute Employee |** Teach for America **|** 2016
* **Project Manager |** It’s Better Than The Rest (Hair Care)
* **Operations Associate - Product Development |** David Yurman
* **Executive Assistant** **|** Melville Management Corp. **|** The Estee Lauder Companies Inc. **|** Financial Management

**Education and Certifications**

Google **|** **Google Analytics (Beginners) Certification** **|** 2020

Mindfulness Center of Atlanta **| Mindfulness Based Stress Reduction Training, Pre-requisite Completion****|**2019

The University of Georgia | **Advanced Business and Marketing Writing Certification****|** 2019

**B.A. in Advertising & PR |** Pennsylvania State University – State College, PA **|** 2015