

September 20, 2019

Dear Sir or Madam,

I am a highly skilled Executive, a Consultant, and the President of a Board of Directors at an arts nonprofit, looking to take the next step in my career. I saw your posting for a Chief Technology Officer in Miami, and believe my background and experience make me an outstanding match for this role. I am a dynamic, cross-functional manager, and have more than a decade of senior leadership experience in Business-to-Business services organizations.

I have recently concluded an engagement with a client who is a mid-sized publicly traded Big Data firm. I was working on their technology team, directly for their CITO and his direct reports, standing up a new Program Office. In addition, I established new budgeting and strategic direction inside the organization. I have excellent cross-functional management skills and can rapidly adapt to learn new functions.

At my most recent prior position as Executive VP at a small privately held IT services firm, I developed strategic, budget management, negotiations and C-suite relationship management skills which give me the ability to not only perform well under pressure, but to utilize my abilities in many business functions from finance to administration to the management of organizations. As the senior manager in charge of IT infrastructure, finance & accounting, and contracts, HR and administration, it fell to me to oversee our company's fiscal health and our strategic direction, and to negotiate favorable outcomes with our clients and creditors. I made the day-to-day decisions for the direction of the company and made recommendations to the CEO for practices and policy.

I have a bachelor's degree in Business Information Systems with a minor in Economics, and a master's degree in Finance, both with high honors. I am truly interested in learning more about this opportunity and would be happy to meet with you to discuss further. I look forward to your reply.

Best Regards,

Adrienne Geis

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# ADRIENNE MARIE GEIS

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## PROFESSIONAL SUMMARY

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Multi-disciplined Executive with 20+ years of experience in delivering results for small and large businesses. I am very high-energy, and have a passion for motivating focused teams toward goal attainment. Known for adhering to high ethical standards and embracing new challenges. Expertise in leadership, strategy, decision-making and relationship-building, and experience in all aspects of running a small to mid-sized for-profit services company.

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## SKILLS

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- Leadership
- Strategic Planning
- Expert Project Management
- Vendor Relationships
- HR Administration
- Contract Administration
- Financial Planning and Reporting
- Outstanding People Management
- Budget Administration
- KPI development and delivery
- Efficient Multi-tasker
- Exceptional Interpersonal Communication
- Accounting
- Issue Resolution

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## WORK HISTORY

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### COMSCORE, INC

RESTON, VA

*Vice President Business Operations*

March 2018 - June 2019

*Consultant AMG Consulting LLC & Fast Data Connect, Inc*

September 2018 – March 2019

Successfully stood up a new Program Office for a 700+ person organization in a Big Data advertising measurement corporation. Facilitated CITO's vision for the development of repeatable methods to organize, prioritize, communicate and measure the success of development and infrastructure projects. Managed, with staff, a budget of approximately \$130M, including monthly reporting, procurement, vendor and asset management.

### TERRALOGIC INTEGRATED SYSTEMS ANALYSTS, INC.

ALEXANDRIA, VA

*Executive Vice President,*

2016 to September 2018

*Promoted from Vice President of Administration*

2014 to 2016

*Promoted from Vice President and Special Assistant to CEO*

2009 to 2013

Facilitated CEO's corporate vision by consolidating redundant functions and continually streamlining overhead expenses, resulting in continual annual savings of approximately 20% over the past five fiscal years. Savings were realized in lease space, infrastructure, support systems and personnel.

Successfully supported and facilitated the CEO's exit strategy and the subsequent corporate acquisition while maintaining the strictest confidentiality standards and providing all relevant due diligence materials to broker, acquirer, and all legal and compliance related vendors.

Upon the former President's retirement in 2015 recognized across the organization as the senior leader and decision-maker for all internal functions and capital expenditures. Demonstrated cross-functional leadership while maintaining relationships with external vendors and stakeholders. My ability to make day-to-day decisions and resolve issues freed up the CEO to focus on corporate strategic priorities.

A few highlights from my daily responsibilities include the following:

- As ESOP Administrator, ensured contributions, distributions, valuations, accounting, filings and expense management maintained in accordance with plan documentation. Primary interface with Legal, Audit, Valuation firm, Trustee and Record-keeper for preparation of regulatory documents. Led effort to close ESOP at Company acquisition.
- Executive in charge of Contracts Administration and management of commercial and government contracts and relationships, including negotiations and compliance with vendors and clients. Successfully negotiated for favorable payment terms with Fortune 100 clients.
- Executive in charge of HR management, hiring/termination, insurance and benefit administration. Maintained 100% compliance with Federal and state regulations, obtained a WC audit premium refund every year for the past 8 years running, and had no adverse EEO finding during my tenure as HR executive.
- Active participation in all Strategic Planning and Business Development efforts of the corporation.
- Responsible for all cash management for the corporation.
- Led lease and facility planning and management for corporation.
- Executive in charge of IT and infrastructure planning and strategic management.
- Oversight and administration of financial and accounting functions to include reporting, compliance, and all aspects of obtaining and retaining financing with lenders.

### ***Vice President Finance and Accounting,***

***2006 to 2009***

- Completed financial reporting for corporation on a monthly, quarterly, and annual basis with team of seven.
- Primary responsibility for all accounting and financing functions including A/R, A/P, PR, G/L and Cash management.
- Primary corporate interface on annual corporate Audit.
- Managed all cash functions for the corporation on a multi-million dollar line of credit. Successfully reduced collections time from over 75 days to approximately 45 and kept all collections within terms of the borrowing base.
- Successfully led and implemented an outsourcing effort, including the consolidation of multiple complex in-house accounting systems onto Quickbooks Pro, resulting in over 50% annual systems cost savings.

### ***Corporate Technical Director,***

***2004 to 2006***

- Leader of corporate network and application development, staff of five. Successfully consolidated internal systems, planned necessary infrastructure upgrades, and simplified network configuration while increasing availability and reliability.
- In charge of budget, scheduling, strategic development and tactical implementation of corporation's information system organization (CBIS).
- Additionally, managed corporation's purchasing and logistics function and lead financial analysis of corporation's operating budget.

## **VERIZON COMMUNICATIONS**

***1989 to 2002***

### ***Director Tier 2 and Trouble Administration Systems (Wholesale)***

***2000 to 2002***

Led organization of 90+ contributors, managed multiple software releases, and a simultaneous architecture conversion to J2EE. Directed separate PIC (Preferred Interexchange Carrier) system development according to release schedule. Led trouble management help-desk for Wholesale organization. Managed group budget ranging from \$5M - \$10M.

- Handled staff and budget reductions while maintaining deliverable schedule for new single-architecture trouble management system which combined several separate middleware applications onto one new platform. Moved all PIC system contractor work from on-site to India in a six-month timeframe.
- Used as a benchmark to begin to offshore technical staff within an additional six months.
- Projected savings were over \$1M and included redeployment/retraining of approximately 15 technical resources.
- Developed and enhanced help-desk processes and procedures for the Wholesale organization.
- Transitioned help-desk from entirely contractor staffed to entirely internally staffed within 6 month time period.

### ***Senior Manager, Billing and Customer Care Systems (expressTRAK)***

***1999 to 2000***

Managed software implementations; including planning, tracking, executive-level metric reporting, issue management and process improvement for more than two dozen billing and ordering applications. Managed additional team of seven developers doing "triage" work on troubles for customer care and related applications. Demonstrated leadership and decision-making ability by managing multiple simultaneous releases with minimal direct reports and multiple chains of command.

- Considered "Mission Control" for release implementations which occurred weekly.
- All releases successfully executed.

- Recognized as a department finalist for Verizon's annual IT (team) achievement award for successful coordination of long distance database segmentation project.
- Introduced implementation processes and procedures that ensured successful implementation of online and batch processes within a designated downtime window.
- Implemented continuous improvement processes.
- Owned hotline management, escalation, and management of billing system troubles.

***Programmer Analyst, Manager***

***1989 to 1999***

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## EDUCATION

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**Certificate in Women's Leadership (course):** April 2016

**MBA:** Finance, 1996 High Honors

**B.S:** Business Computer Information Systems, Economics, 1989

High Honors

**CLEARANCE:**

**DARDEN, UVA**

**ST JOSEPH'S UNIVERSITY**

**ST. VINCENT COLLEGE**

**SECRET, TS Eligible**

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## AFFILIATIONS

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President, Board of Directors, BalletNova Center for Dance 2018, Member, Board of Directors 2016 to current