

RESUME OF CHERYL PEDROLINI MORAN

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A self-starting professional with 25-years' experience of office and people management, executive support and senior-level experience in marketing, accounting, and administration. Superior written verbal communication and planning skills achieving outstanding customer relationships and market performance. An administrative organizational leader with flexible, multi-tasking skills that achieve accurate priorities under shifting deadlines in fast-paced environments. An insightful problem-solver with sensitive and confidential matters. A team player who thrives in challenging environments under pressure with a sense of humor, focus, and aplomb.

PROFESSIONAL EXPERIENCE

Administrative Manager/Marketing Coordinator– Kleinfelder – Rocky Hill, Connecticut- 1/2008 to 11/2011
Directed day-to-day administrative, financial and marketing efforts for an environmental engineering firm.

Key Achievements:

- Talented, respected manager of eight direct reports known as the best Support Team regionally.
- Adhesive organization of company-wide work efforts, successful administrative workload leveling while achieving weekly utilization performance goals.
- Beneficial conflict resolution, team building and staff motivation to ensure on-time deliverables.
- Conducted on-boarding orientation for new hires in the northeast including training and development.
- Accomplished client-driven compliance of medical surveillance programs within required time frames.
- Determined quality assurance of company financials (AR/AP) for northeast cost centers.
- Flawless execution of POs, expense reports, credit card reconciliations ensuring project invoicing.
- Energetic, sales & marketing initiatives, customer/client targeting, campaign performance tracking, marketing materials development, event and trade show management for strategic targeted markets.
- Coordinated pursuit and capture planning development, RFP analysis and approach strategies, go, no-go decisions, short-list presentations, SOQs, SF 330s and pre-qualifications.
- Quality assurance implementation of deliverables ensuring mandated style guide conformance.
- Prioritization and implementation of corporate policies and procedures resulting in 100% compliance.
- Champion and trusted adviser of the Loss Prevention System (LPS) tools and databases.
- Strategic event planning for an "open house" introducing legislators, industry leaders, and clients.
- Multi-task management and press release writer for annual EWB golf tournament.
- Calendaring, travel planning arrangements and client relations conference coordination.

Office Manager/Executive Assistant/Editor – State Police Union – East Hartford, Connecticut- 9/1995 to 12/2007
Directed day-to-day administrative, financial and marketing operations for a 1,200-member union.

Key Achievements:

- Efficient analysis and management of AP/AR for three subsidiaries including bank reconciliation.
- Spreadsheet development of expense reports, payroll, quarterly taxes, and state filings.
- Budget management of fiscal year P&L including monthly financial reports of subsidiary.
- Created monthly agenda and treasurer's report for Board of Directors' meetings.
- Composed, designed and presented a more responsive, detailed 8-page newsletter.
- Developed, designed and updated website enhancing communication to the membership.
- Researched/coordinated purchase of a 6,500 sf office building and steered facilities maintenance.
- Led exceptional negotiation skills for equipment/furniture, computer hardware/software purchases.
- Strategic event planning for legislative receptions, scholarship awards dinners, regional meetings, charity golf tournaments and various fundraisers throughout the state.
- Supervised, trained and coached administrative support staff and sales office personnel.
- Spearheaded confidential tracking system spreadsheet for salary histories and PTO accruals.
- Editorial supervision, leadership and financial overview of a 220-page magazine resulting in increased profits and enhanced distribution which exceeded subsidiary goals.

Technical Consultant/Administrator—State Building Inspector- Middletown, Connecticut – 4/1990 to 8/1995
Provided optimal administrative, technical assistance pertinent to Department of Correction Prison Construction and Renovation Projects throughout the State.

Key Achievements:

- Envisioned and developed various databases for building permits, inspection reports, discrepancies, violations and certificate of occupancies for ease of project review and completion.
- Piloted change order spreadsheets resulting in reduced project overruns and increased profits.
- Spreadsheet development in accordance with budgetary constraints and contract provisions.
- Gainful approval of employee hours ensuring project compliance and budget considerations.
- Effective writing and proofreading of business correspondence meeting client-driven deadlines.
- Excellent communication skills while analyzing project managers' progress and cost reports.
- Strategic partnership planning at director-level meetings with commissioners and division heads.
- Gatekeeper of personal service agreements in accordance with State guidelines.

Administrative/Executive Assistant - Storch Engineers – Wethersfield, Connecticut – 7/1977 to 11/1989
Provided exceptional support to the Partner-in-Charge of a multi-disciplinary civil engineering/architectural firm.

Key Achievements:

- Successfully directed all administrative project-support efforts while improving office operations.
- Exceptional Partner-level support with day-to-day office operations including marketing efforts.
- Managed accurate AP/AR spreadsheets including bank statement reconciliations.
- Administered highly sensitive and complex monthly billing versus payroll reports to main office.
- Developed effective communication between main office and multi-site operations.
- Guided, supervised, trained and mentored administrative support staff.
- Established and composed an Administrative Office Procedures Manual.
- Conducted effective negotiation skills for office equipment and purchases resulting in cost savings.
- Led excellent and concise communication skills while chairing senior staff meetings.
- Directed strategic planning efforts during project manager conferences to ensure client satisfaction.
- Created and implemented company-wide Affirmative Action Program ensuring State standards.
- Formulated filing system including confidential personnel files for time-saving retrievals.
- Managed company-wide group health and liability insurances while maintaining utmost cost savings.
- Team liaison between four construction field offices including vendor management of utilities, office equipment rentals, office supplies and furniture leases.

COMPUTER SKILLS

Environments: PC, Windows XP Professional • Novell Network

Software: Microsoft Word, Access, Excel, Publisher, Outlook, PowerPoint • SharePoint
QuickBooks • GroupWise • Adobe Reader • Adobe Photoshop • Oracle • CRM • Sherlock
Project Lifecycle Management (PLM) • Career Connections-Learning Zone • Novell Teaming

EDUCATION

Associate in Science

Completion Certification Courses: Quark Xpress • Adobe Photoshop
Defensive Driving • Loss Prevention System (LPS) Training • HIPPA Certified • Anti-Harassment
Policy and Procedures Training • Marketing Essentials Course • Successful Pursuit Strategies
Committee Member: Eastern Division Marketing Subgroups, Client Relations Management (CRM)
Software Beta Test and 50th Anniversary Committee

PROFESSIONAL COMMISSION

Notary Public in the State of Connecticut • Commission Expires 11/30/2015

PROFESSIONAL AFFILIATIONS

Member: Society of Marketing Professional Services • Connecticut Business Industries Association

PROFESSIONAL REFERENCES AVAILABLE UPON REQUEST