

Ronay Delley Suber
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Objective: To work with an organization that will afford me the opportunity to share over 10 years of combined professional experience in education and corporate America as a facilitator/trainer with an emphasis on professional development, customer service, and leadership. I am a structured leader that provides resolve to both internal and external clients.

CODE 3 CONSTRUCTION, Frisco, Texas

01/2017 – 08/2017 (company closed)

Operations Manager

- Supervised onsite project superintendents
- Staffed construction projects with qualified vendors for freestanding ER's
- Managed the daily details of ground up and remodel construction
- Worked with owners to estimate and secure new contracts
- Managed the successful completion of the Urgent Care inside DFW Airport
- Completed 65% of the freestanding ER/Urgent Care in Denton, TX (company closed)
- Negotiated vendor contracts based on scopes of works
- Processed vendor Change Orders
- Review Submittals
- Reviewed and approved vendor change orders

MAXIMUS, Irving Texas (VATPA Project)

06/2015 – 12/2016

Trainer/Facilitator (Call Center)

- Coordinate the development and delivery of training programs and materials through collaboration and communication with the training staff, and management
- Deliver training or coaching as needed on topics such as telephone protocols, customer services skills, program information, performance results obtained through quality assurance monitoring, and other areas through webinars, eLearning and Captivate 9
- Online and classroom facilitation on company specified topics
- Developed a means of measuring the effectiveness of training programs developed or administered through evaluation, testing, and assessment of program outcomes
- Facilitated new hire training classes (classroom & online) ranging from 5 – 75 students
- Recorded and monitored student progression throughout class/evaluate student progress
- Develop and convert training content for online instruction
- Facilitated supervisor and professional development trainings

TWENTY RULE, INC. Dallas, Texas

01/2014 - 02/2015 (company closed)

Project Manager

- Policy & procedure training
- Monitor job sites, contracts and materials
- Author, issue and managed contracts/agreements: Owner/Contractor, Owner/Architect
- Project Scheduling
- Procurement
- Create and maintain contractor and project databases for tracking and adherence
- Contract negotiations
- Additional Responsibilities: administrative duties, filing, customer service and assist accounting department, procurement

SMITH Personnel, Dallas, Texas

01/2014 – 06/2015

Senior Recruiter

- Evaluates applicants by discussing job requirements and their career goals.
- Social Adjustment training for re-entry & interview workshops
- Employment Referral, builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters and internet sites
- Determine applicant requirement by studying job description and qualifications
- Marketing: social media, event development, brand development, public relations
- Attract applicants by posting job descriptions and referrals.

FMC CARSWELL, Ft. Worth, Texas

01/2013 – 12/2013

GED Instructor, Instructional Designer/Adult Counselor

- Led women's counseling group; some topics discussed include parenting, personal issues
- Counseled clients in long-term treatment plans, goals and objectives and overcoming personal, social and behavioral issues
- Evaluated student progress
- Developed student-led tutoring program
- Followed already established lesson plans
- Wrote course materials including handouts, syllabi and homework assignments
- Maintained student records and grade reports

NEW PILGRIM REST MISSIONARY B.C., Dallas, TX

01/2010 - 12/2012

Information and Training Specialist

- Scheduled and trained volunteers
- Composed and drafted correspondence and reports
- Vendor pricing negotiations for wholesale billing and marketing procedures ·
- Meeting Management:
- Site Selection, Scheduling
- Maintained travel calendars and meetings for leadership
- Travel arrangements; domestic and international
- Facilitated leadership meetings

EDUCATION:

Masters of Arts - Counseling

Faith Evangelical Seminary - Tacoma, WA

Bachelor of Science - Human Services Management

University of Phoenix - Dallas, TX

SOFTWARE/SKILLS:

Quicken, MS Office Suite, Outlook, Access, Adobe, Facilitator (Classroom), ProCore, Smartbid, BlueBook, ICS Learning Group, Webinar facilitation, Pre-Construction Meetings, Project Bidding, Captivate 8, Smartbid, LMS, Boolean Searches, Instructional Design, Curriculum design, Libre, Blackboard, Cativate 8/9, eLearning, Quantum Choice, FE Tool, DOMA, PC3 Search Tool, Public Speaking, Job fairs, Individual and group training, Professional Development, High school presentations.