**Korene Stuart**

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QUALIFICATIONS

* Experienced Public Speaker, Facilitator, Trainer
* Exceptional Communicator
* Project Management
* Conflict Resolution
* Sales
* Social Media Marketing
* Adaptability

TECHNICAL SKILLS

* Trello
* Microsoft Office
* Email
* Salesforce
* AWS
* HTML
* CSS
* JavaScript
* JQuery
* Python
* PHP

EDUCATION & CERTIFICATIONS

**LAUNCHCODE**, Miami, FL

LC101-C#, 2020 LC101-Java, 2019

**BROWARD COLLEGE**, Davie, FL

COURSE-Computer Programming 2018

**FLORIDA INTERNATIONAL UNIVERSITY**, Miami, FL

Bachelor of Science, International Relations 2011

PROFESSIONAL EXPERIENCE

***Project Manager* JEFFREY LUBIN GROUPJanuary 2019-present**

* Work in a fast-paced environment and execute events with competing priorities.
* Develop and manage event project schedule and timeline to ensure optimum efficiencies.
* Supervise a crew of up to 300 depending on the nature of the event.
* Train corporate clients in using event software.
* Assist in brand development for new clients.
* Partner closely with stakeholders to identify process improvements.
* Coordinate internal and client communication materials and timelines.
* Manage budget and ensure events stay within budget.
* Review cost, quality, and progress reports for each project.
* Contribute to winning new business and proposal creation.
* Create and manage social media publishing and content for all events.
* Establish and maintain public relations relationships with various governmental agencies(cities, counties, and municipalities), businesses and community agencies.
* Plan community events for purposes of networking.

***Web Developer* STUART WEB SERVICESJanuary 2019-present**

* Maintain websites and applications, including content updates, account administration, debugging, feature enhancements and documentations, testing and regular upgrades to ensure web security and system usability.
* Plan and execute projects by organizing scheduling and coordinating work assignments to achieve milestones and deadlines.
* Research new web technologies, including software and hardware developments and recommend purchases and changes in design, security and hardware.
* Creation of logos and graphics.

***Field Interviewer/Lister* RESEARCH TRIANGLE INSTITUTEFeb 2012-present**

* Interview respondents for the National Survey on Drug Use and Health for the U.S. Public Health Service.
* Communicate with community managers, homeowner’s associations, local police departments, etc.
* Independently develop strategy in ensuring budget and deadlines are met for every quarter.
* Gain cooperation from willing and hesitant respondents in completing the 45-minute to one-hour survey.
* Submit routine reports on progress and timesheets daily as well as weekly to supervisors.
* Assist in training new Field Interviewers and Listers.
* Communicate orally and in writing to supervisor weekly progress.
* Use maps to locate Dwelling Units.

***Rewrite Sales Supervisor* SIMPLE HEALTH PLANSFeb 2017-Nov. 2018**

* Determined members’ eligibility to enroll or change healthcare plans and other ancillary options.
* Trained and assisted team members to sell healthcare and ancillary products.
* Completed daily reports of applications that were delayed.
* Interacted with vendors and collaborated on resolving issues concerning clients.
* De-escalated conflicts with members and work to resolve in an expedite manner.
* Generated new sales opportunities by identifying new methods of outreach.
* Track daily performance and sales metrics.
* **Revised and implemented new sales strategy plans.**
* **Provided a professional and excellent level of customer service with existing and new customers.**

***Claims Service Representative II* MUTUAL OF AMERICAJuly 2015-Oct. 2016**

* Process withdrawals, rollovers and other routine claims and administrative transactions.
* Perform simple research and resolve routine file and claim discrepancies.
* Prepare correspondence in response to routine client questions and concerns.
* Provide customer service to clients by telephone.
* Interact with different regional offices and collaborate on resolving issues concerning clients.
* Trained new Claims Service Representatives on protocols and assisted with acclimation.

***Assistant Mgr. of Quality Assurance* U.S. DEPT OF COMMERCEOct 2009- Sept 2010**

* Advised the Assistant Manager for Field Operations and Local Census Office Manager

on compliance with pre-established quality assurance goals and procedures for all field

data collection operation and made recommendations on actions.

* Acted as principal technical advisor on quality assurance aspects of field data collection

operation in the Local Census Office.

* Worked with LCO operational reports and materials to monitor the quality of data

collection processes, performance, and completed field data collection materials.

* Interact effectively in situations where frequent changes, delays, or unexpected events arise that cause major shifts in priorities, timetables, or work assignments
* Coordinated hiring of workers to work strategically within the census territory.
* Conducted and oversaw group training sessions for 10-15 field supervisors, office supervisors, and office clerks using verbatim training guides in field operations procedures, supervision, and administrative

responsibilities.

* Obtained donated space to hold various trainings and interview sessions
* Acted as a representative for the Local Census Office at various community events.
* Submitted routine reports on phase progress and completion.
* Held responsibility for applying EEO principles in hiring practices, training, and

supervision.

***Field Operations Supervisor* U.S. CENSUS BUREAUFeb 2009- May 2009**

* Oversaw the activities of the field personnel.
* Supervised a team of 8 crew leaders and more than 100 listers.
* Conducted and oversaw group training sessions for crew leaders and listers using

verbatim training guides in field operations procedures, supervision, and administrative

responsibilities.

* Completed the appointment process for crew leaders and listers during training sessions.
* Instructed trainees on completion of appointment documents and administered the Oath

of Office making trainees employees of the Bureau of the Census.

* Monitored progress and performance of Field Operation district.
* Provided suggestions to crew leaders for improving production and performance and

ensured quality standards and deadlines are met.

* Made and approved recommendations for disciplinary action up to and including

termination for crew leaders and listers.

* Reviewed and certified payroll.
* Located donated space for training.

SERVICE EXPERIENCE

***Core Team Technical Lead* BLACK GIRLS CODENov. 2018-present**

* Takes lead on overall team development with relationship building and project management.
* Establish long-lasting relationships with local businesses, organizations, and governmental agencies.
* Administrate the creation and publishing of relevant, original, high-quality content.
* Manage or oversee all social advertising campaigns for Miami chapter.
* Schedule and facilitate chapter meetings outside of the monthly core team call.
* Lead point of contact for planning and implementing workshops and enrichments.
* Organize the online virtual training with the curriculum lead.
* Facilitate the in-person tech instructor and classroom assistant training.
* Conduct in-person volunteer training, review slide deck, conduct live demo.