**Name**

**Address**

**Email**

**Phone**

**OBJECTIVE**

To engage in a **Sales, Consultative Sales, Business Development, or Customer Service** function where I can have a direct role in enhancing revenue for a business or organization.

**PROFILE**

As a corporate and non-profit manager and consultant, I have successfully sold and provided services and products to individuals, organizations, and businesses while managing, monitoring, and overseeing their implementation and use. My work has resulted in increased revenue, enhanced operational capabilities, and the successful completion of several real estate projects for various clients.

**RELEVANT SKILLS & AREAS OF EXPERTISE**

Consultative Sales & Service Contract Development & Management

Customer Service Training

Communications (Oral, Written, Presentation) Budgeting & Expense Management

Marketing & Public Relations Strategic Planning & Development

MS & MAC Products Event Management & Promotion

Data Base Management Management Reporting

**RELEVANT PROFESSIONAL EXPERIENCE**

**Insurance Company - CT**

* Established complex banking and cash flow arrangements for new corporate clients
* Introduced and implemented enhanced cash flow arrangements with existing customers
* Managed the ongoing customer service and support function
* Supervised an industry leading customer service function for individuals

**Associates - PA**

* Directly marketed consulting services to non-profit organizations throughout the U.S.
* Developed and managed the entire service process through to successful completion

**Historic Preservation Trust - PA**

* Developed new and enhanced existing preservation products
* Marketed products and services directly to individuals, developers and organizations
* Created new customer service support function
* Established several fund raising vehicles for sustaining and project support

**Preservation Services - PA**

* Developed innovated fund raising and property preservation solutions for various non-profit clients
* Established a unique marketing concept to enhance business leads for a growing network of providers

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**SELECTED ACCOMPLISHMENTS**

* Closed on 90% of sales of products and services marketed to non-profit organizations
* Successful added several large accounts to my firm’s banking services function
* Increased sales of preservation services to clients by over 300%
* Developed efficiencies that increased revenue-generating, cash flow in the millions for my employer
* Greatly enhanced service to hundreds of customers through a new collaborative program
* Personally solicited millions of dollars from individuals and organizations for operations, programming and project support
* Leveraged funding to produce a 500% return on investment by facilitating several real estate development projects through to completion

**COMPANIES & ORGANIZATIONS SERVED**

Mid to Large Sized Corporations

Non-Profits (hospitals, libraries, religious organizations, retirement homes, historic organizations)

Municipalities and County Governments

**COMMON BUSINESS CONTACTS**

Individuals & Families Attorneys Developers

Corporate Decision Makers Elected Representatives Property Owners

Business Owners & Representatives Architects Philanthropists

Non-Profits Boards Contractors Consultants Foundation Representatives Academic Representatives Trades people

**FORMAL EDUCATION**

Central Connecticut State College - BS: Business Administration

University of Hartford – Graduate Course in Managerial Accounting

**POSITIONS ACHIEVED**

Chief Analyst, Chief Supervisor, Director – 1982 - 1992

Consultant, Senior Consultant - 1993 - 1998

Development Director, Executive Director - 1998 - 2010

Principal - 2010 - Present