**Enterprise Risk/Project Management Professional**

**Qualifications**

* Associate of Risk Management with an additional designation in Enterprise Risk Management
* Diversely skilled professional-strategic thinker, project manager, consultant, and public speaker
* Excellent oral, written communicator, and facilitator
* 10 years of supervisory management
* An ethical problem solver and team player; successful pragmatic decision maker and multitasker with a focus on cost tracking and cost containment.

**Professional Experience**

**Hopgood Consulting Services - 2012 to Present**

**Enterprise Risk / Project Management Consultant**

* Assist businesses with developing, implementing, managing, and executing a comprehensive risk management program.
* Advises management on identifying, assessing, monitoring, and reducing business uncertainties to ensure risk optimization.
* Recommends best practices on enterprise and operational risk management compliance for policies and procedures: strategic, vendor management, regulatory, operational, insurance, legal, safety, business continuity and contractual.
* Provides training of enterprise risk management principles (ISO 31000 and COSO) and safety practices to company personnel. Conducts presentations and webinars on enterprise risk management, safety, and risk management.

**Major Achievements/Projects:**

* Assisted client with development of Enterprise Risk Management policy and procedures.
* Invited webinar presenter for Enterprise Risk Management (ISO 31000 and COSO)

**Goodwill Industries of San Francisco, San Mateo & Marin Counties,**

**San Francisco, CA** **- 2004 to 2012**

**Director of Risk Management**

* Managed all aspects of risk management and insurance which includes: property & casualty, automobile, workers compensation, safety, security, reception, facilities, and loss prevention.
* Negotiated and procured casualty, property, workers compensation, automotive, directors & officers employment practices liability, fiduciary and cyber liability policies. Managed outside counsel, lawsuits, third party administrators, certificates of insurance, and claim settlements.
* Established and managed budgets for operational units - insurance, safety, facilities, loss prevention and security.
* Responsible for Agency's contractual risk analysis, risk assessments, vendor management, and mitigation programs.
* Oversaw safety operations including business continuity, employee wellness, facilities maintenance and repairs.
* Primary communicator to Board of Directors regarding Enterprise Risk and Risk Management. Presented annual Agency risk management report.
* Supervised facilities, loss prevention, security, reception, and safety personnel.

**Major Achievements/Projects:**

* Developed Enterprise and risk management policy guidelines for Goodwill Industries International.
* Decreased Agency's insurance premiums and vendor management expenses.
* Project Manager for renovation of Corporate Headquarters and personnel relocation.
* Enacted safety incentive program, ergonomics evaluations and quarterly newsletters.
* Received commendations from CARF on risk management and safety programs.

**Department of Insurance-Conservation and Liquidation Office (CLO),**

**San Francisco, CA - 2001 to 2004**

**RISK MANAGER/ANALYST**

* Primary decision maker for risk management and safety programs for CLO and liquidated insurance companies under the direction of the Department of Insurance for the state of California.
* Responsible for insurance procurement, contract analysis/negotiations; and oversaw brokerage services, vendor management, and third party administrators.
* Managed safety operations including CAL-OSHA compliance, regulatory reporting and training employees.

**Major Achievements/Projects:**

* Introduced risk assessments for CLO and liquated insurance companies.
* Enacted safety incentive program and newsletter.
* Co-wrote business continuity manual and policies and procedures for insolvent insurance companies.

**Multi-Agency Service Center (MASC), Berkeley, CA - 2000 to 2001**

**Supervisor/Counselor**

* Aided clients with identifying problems and determining corrective actions for self-sufficiency. Supervised weekend operations.
* Responsible for safety operations and regulatory compliance for Agency funding.
* Assisted with budgeting and administration of program activities.

**Major Achievements/Projects**

* Designed Agency reporting tool for obtaining statistical data for governmental funders.

**Bank of America, San Francisco, CA**  **- 1991 to 1997**

**Risk Management Assistant**

* Managed subrogation program and risk management information database.
* Assisted with procurement of insurance and management of claims worldwide. Performed reconciliation and financial analysis for claims settlements. Assisted manager with conducting audits of third-party administrators and brokerage firms.
* Performed contract analysis for insurance compliance.

**Major Achievements/Projects:**

Received commendation for management of subrogation program

**EDUCATION** Insurance Institute of America 1991-1994/2010

University of Tulsa, Tulsa Oklahoma 1982-1985

**PROFESSIONAL &** Enterprise Risk Management Designation 2012

**MEMBERSHIP** Coordinating Agencies Responding to Disaster 2009

Bay Area Disaster Recovery Council 2006

Facilities Management Certificate 2005

Associate of Risk Management Designation 1994

**TECHNICAL** Microsoft Office Suite applications

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