



BCamp Resume

XXXXXXXXXX
XXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

SUMMARY OF QUALIFICATIONS

Results driven and enthusiastic **Management Professional** with extensive diversified experience in professional and program development identifying opportunities to maximize human potential and financial growth. Recognized as a leader with demonstrated ability to implement solutions through staff development, mentoring and training employees to grow into leadership roles. Strong track record of consistently achieving objectives, goals and business plans. Possesses excellent people, communication, organizational, and analytical skills. Reported to Director of Planning and Program Improvement.

CORE COMPETENCIES

- Conflict Resolution
- Relationship Building
- Mentor, Teacher, Trainer
- Negotiation Skills
- Program Development
- Interpersonal Skills
- Writing
- Leadership Skills
- Entrepreneurship
- Negotiation Skills
- Initiator
- Change Management

PROFESSIONAL EXPERIENCE

EASTERN SUFFOLK BOCES, Patchogue, NY

1994-2011

Program Administrator/Regional Grant Funding

2007-2011

Supervised specially-funded regional administrators maximizing educational and career opportunities; provided process oversight for a \$38M specially-funded program budget; broadened scope of grant seeking by creating professional and governmental partnerships through:

- Targeted funding opportunities for regional programs resulting in a five-year positive organizational revenue increase from \$27 to \$38M.
- Developed electronic tracking strategies with established timelines in conjunction with monthly face-to-face meetings to monitor growth process.
- Initiated and nurtured statewide, corporate and professional partnerships.
- Customized training packages based upon needs as established by survey including group writing sessions to executive and non-executive employees.
- Authored and provided regional dissemination of *Funding News and the Briefing Book*, publications highlighting current and future funding opportunities.
- Guided administrative clients to change future opportunities to build stronger and more relevant funded programs.
- Revisited program details and developed quantifiable action plans.

Program Administrator, Educational Support Services

1999-2006

Managed \$20M area with direct accountability for development of sales, and employees. Supervised staff of up to 30+. Set educational and financial objectives and implemented appropriate strategies to achieve desired results. Negotiated advertising, and marketing plans with Public Relations. Planned in-district promotional activity and facilitated seminars. Reported to Executive Director of Educational Support Services.

- Achieved the #1 Cooperative Service participation increases for all years within area of responsibility. Worked cross-divisionally with key Cooperative Services, Public Relations, business officials and school district leaders to grow the services. Led with team-appropriate attitude in order to maintain a “can-do” solution environment.
- Solved merchandise flow issues through creating tracking systems that resulted in a 150% increase in stock position.

Executive Consultants of New York, Corp.

1.212.500.0585 | info@ecnycorp.com

All Rights Reserved – Copyright of ECNY, 2020

Not to be Copied, Duplicated or Shared Without the Express Permission of ECNY, Corp.



- Promoted 20+ direct reports to various levels during seven years through coaching, training, mentoring and leadership development.
- Spearheaded IT program development by creating process systems with vendors. These systems have been adopted statewide.
- Launched new IT vendors which increased school district participation 46% in year one with positive growth over time by building and maintaining store and vendor relationships. Worked with district Directors of Technology to market and promote vendors by designing, coordinating and directing innovative professional development through monthly and annual special events.
- Transformed the Model Schools from lowest enrolled to complete regional participation in the ES BOCES service to #1 within a two year period and maintained growth. Built vendor relationship, generated new marketing and educational concepts to add to vendor and instructional program. Only division with continued and maintained increased revenues.
- Renegotiated the Intellipath (Verizon) service programs to provide large volume discounts resulting increased state aid for component districts.
- Maintained a dominant educational leadership position in a highly competitive environment through revitalizing special event program and new professional partnerships strategy. Negotiated additional appropriate plan adjustments to maximize sales, added incentives for district participation and focused on vendor execution and district support. Developed additional marketing programs to maintain sales and participation, eliminating loss which can result from adjustments in projected state aid.

AWARDS AND RECOGNITION

- Eastern Suffolk BOCES, Visionary Award, 2010
- NYSED, Leader in Technology Award, 2003-2006
- St. John's University Chapter, Phi Delta Kappa, Trailblazer Award 2000
- Honorary Member, New York State Academy for Teaching and Learning, 1998

EASTERN SUFFOLK BOCES, Westhampton Beach, NY

Professional Development Coordinator, Curriculum, Planning and Instructional Support (1994-1999)
Effective Schools Manager (1996)

COMMUNITY SCHOOL DISTRICT 27Q

Superintendent's Designee for Special Projects (1990-93)
Classroom Teacher, P.S. 123 Queens (1986-90)

EDUCATION

Stony Brook University, School District Administrator
Bank Street College of Education, School Administration and Supervision Certification
Fordham University at Lincoln Center, Master of Science, Elementary Education
Queens College at CUNY, Bachelor of Arts, Elementary Education/Psychology
Queens College at CUNY, Paralegal Certification
Katharine Gibbs Secretarial School, Secretarial Certification

COMMUNITY INVOLVEMENT

Current Board Member, Big Brothers Big Sisters Long Island, East End Representative
Served as Chairwoman, Riverhead Industrial Development Agency
Southampton Democratic Club
Served as East End Representative, Long Island Business Development Council

Executive Consultants of New York, Corp.

1.212.500.0585 | info@ecnycorp.com

All Rights Reserved – Copyright of ECNY, 2020

Not to be Copied, Duplicated or Shared Without the Express Permission of ECNY, Corp.