

EDUCATION

Wake Forest University Schools of Business Master of Arts in Management	Winston-Salem, NC 2009 – 2010
Wake Forest University Bachelor of Arts in Psychology, Minors in Communications and French	Winston-Salem, NC 2005 – 2009

RELEVANT PROFESSIONAL EXPERIENCE

Keybridge Washington, DC
Director of Operations 2010 – Present

Leads human resources functions, including compensation and benefits administration, recruiting, and employee relations. Manages the accounts payable and accounts receivable processes. Develops, revises, and promotes the implementation of office policies. Manages relationships with external vendors. Manages office administration, including procurement of office supplies and hardware. Supports staff with scheduling, travel arrangements, and client communications. Maintains firm compliance with business and employment law.

Triumph Actuation Systems Winston-Salem, NC
Consultant 2009 – 2010

Co-captained a Talent Management Project to assess the motivational strategies at the Triumph offices. Developed, administered, and analyzed a survey of over 100 firm employees. Presented actionable recommendations to Triumph senior staff based on survey results.

ChangeWave Research Rockville, MD
Intern 2006 – 2008

Analyzed raw survey data results from an Alliance of 15,000 international business, medical, and technology professionals. Prepared preliminary draft reports used by company employees to predict market trends in corporate and consumer spending, telecommunications, and medicine.

CORE COMPETENCIES

- Accounts Payable & Accounts Receivable
- Benefits Administration
- Bookkeeping
- Client & Vendor Management
- Data Analysis
- Employee Relations
- Event Planning
- Executive Level Administrative Support
- Office Administration
- Office Supply Management
- Policy Development
- Recruiting