

PROJECT MANAGER

An accomplished senior leader with broad experience in numerous positions. An innovative and visionary thinker with a well-established network of state, legislative, municipal, military, and regional business leaders. Proven track record of achieving results in regional collaboration, workforce development, veterans' assistance, growing the military mission, and economic development. A talented communicator who is well-versed in a myriad of relevant subjects. Strategic Leader with extensive background driving leadership, direction, and oversight. Significant experience drawing on cross-industry experience, sustainable strategies, thorough market analysis, and a focus on process improvements. Possess a comprehensive background in personnel development, resource development, organizational assessments, collaboration, and strategic planning exercises. Record of success heading sections of a growing organization to expand capabilities, support growth, and contribute to business alignment.

- Organizational Leadership
- Software Development
- Strategic Planning
- Bilingual (Russian)
- Policy Implementation
- Process Improvement
- Compliance Management
- Business Professional
- Training and Development

LEADERSHIP PROFILE

- **Organizational Leadership** | Outstanding cross-functional partner, consensus builder, and thoughtful leader in driving transformation and spearheading business development activities; Appointed to numerous business and state boards that serve and assist the local community and military veterans by providing input on matters such as outreach, vision, budget, programs, policy, and regulations
- **Strategic Planning:** An experienced strategic planner skilled at establishing incentives and balancing multiple competing priorities. An empowered and passionate communicator and leader—values problem-solving, creativity, innovation—and most importantly, working collaboratively to attain goals while embracing accountability.
- **Program Management:** Expertise in delegating, assigning leaders, building consensus, establishing measurable objectives for goals/projects, and creating and enforcing timelines. Highly skilled in operational excellence, staff management, and mobilizing diverse teams to achieve desired results.
- **Planning & Analysis:** Experienced in managing resources, developing proposals, and delivering briefing plans to senior leadership within fast-paced, demanding environments with changing needs. Versatile people manager with a passion for building high-performing teams, developing recommendations, and implementing solutions to issues

PROFESSIONAL EXPERIENCE

NYC Department of Veteran Services | New York, NY

Jul. 2021 – Dec. 2021

Program Development Coordinator

Conducted virtual and telephone interviews with veterans and advocates to explain the Veteran Voices Project and associated initiatives to broaden community involvement and program outreach.

- Collaborated with Program Development Director to maintain optimal levels of communication in order to successfully and efficiently finish projects.
- Increased training for volunteers by 25% and maintained 100% quota for VVP distribution with an eligible supply of storytellers
- Coordinated new and innovative large community outreach initiatives within budgetary restraints

Self Employed Web Developer | Houston, TX

Jan. 2020 – Jul. 2021

Freelance Web Developer

Worked with 7+ organizations from around the world, developing websites that include e-commerce, booking, portfolio, blog, and multilingual functionalities.

- Service variety of businesses with various web development projects from static webpages to mobile applications
- Applied latest emerging technology, software and project application trends to update and maintain site applicability
- Provided services to small owned businesses during COVID-19 pandemic to reduce costs of third party applications increasing their revenues by 25%

CheapTixUSA | Spring Hill, FL**Jul. 2017 – Jan. 2020****Manager of Business Development and Sales**

Developed strong analytical and financial skills, which helped to anticipate market and company needs. Provided in-depth analysis of large data sets, historical trends to develop predicting pricing strategies.

- Conducted research on emerging artist trends using various social media platforms and capitalized on finds to increase sales, inventory, and services
- Products revenue, inventory, and customer retention by 20% average in 2018 and 2019
- Generated new business for the firm via cold calls, in-person visits, referrals from contacts and networking on social media

Forever Young Social Adult Daycare | Bronx, NY**Apr. 2014 – Jul. 2017****Program Director**

Facilitated staff meetings and educational work sessions to strengthen staff competencies in the organization's philosophies and curriculums. Directed day-to-day operations of the program and ensured compliance with established standards and applicable policies and procedures.

- Worked in matrix management environment with oversight of division level managers, operations, sales, finance, human resources, safety and compliance
- Evaluated, trained and documented compliance for all staff within HIPAA regulations and standard, along with City and State guidelines
- Created Enrollment and Retention program, increasing enrollment and intake by 25%

MILITARY EXPERIENCE**U.S. Army | Parachute Rigger- Water Treatment Specialist | Jul. 2007 – Apr. 2014****EDUCATION | CERTIFICATIONS****Bachelor of Science, Organizational Management | Saint Joseph's College****Technical Certificate: Full Stack Development, Digital Crafts****Training and Staff Development****Human Resources Professional****Leadership and Supervision****Project Management Professional (PMP) | *In Pursuit*****TECHNICAL COMPETENCIES****Software:** Microsoft Office Suite 365 | SharePoint**Operating Systems:** Microsoft Windows | Mac**Fluent in Russian**