

QUALIFICATIONS SUMMARY

Project Management professional with excellent ability to plan, organize, motivate and control resources to achieve goals. Highly ethical, detail oriented and committed to quality customer service. Accomplished in prioritizing and delegating tasks to meet deadlines. Exceptional oral and written communication skills.

Additional capabilities include:

- Excellent problem solver with ability to think critically
- Accounting support services/bookkeeping
- Proficient in Microsoft Office Suite, AutoCAD 2D, Window and Macintosh Operating Systems

PROFESSIONAL EXPERIENCE

Project Management	<ul style="list-style-type: none">• Working directly with clients to establish and follow work plans and budgets• Tracking daily, weekly and monthly deliverables for various projects• Providing feedback and problem solving for quality control of all deliverables
Supervision and Communication	<ul style="list-style-type: none">• Delegating work appropriately amongst 6 student workers and 30 home health workers• Providing direction and consistent communication• Mentoring staff with articulate and direct feedback
Event Coordination	<ul style="list-style-type: none">• Coordinating special events and managing production, assembly and set-up• Organizing exhibit booth materials at trade shows• Negotiating contracts with event venues
Customer Service	<ul style="list-style-type: none">• Serving as first contact to the public• Interfacing with clients to ensure satisfaction and problem solving support
Accounting	<ul style="list-style-type: none">• Processing invoices• Reconciliation and expense report approval
Administrative Support	<ul style="list-style-type: none">• Supervising all office operations• Maintaining executive level calendars, planning and scheduling meetings/conference calls• Monitoring office supply inventory and ensuring timely delivery of replacement supplies

WORK HISTORY

Contractor, Deb Bruno Consulting, 2006-present

Interior Design Freelance, Deb Bruno Consulting, 2008-present

Design Consultant, Icon Designs, 2008-2010

Customer Service/Music Department Head, Mardel, 2001-2003 FT, 2003-2007 PT

Affiliate Faculty & Student Support Services, Regis University, 2003 -2006

Investor Relations Representative, American Century Investments, 2000-2001

Student Assistant/Transfer Advisor, Metropolitan State College of Denver, 1993-2000

Staffing Coordinator, Professional Home Health Care, 1992

EDUCATION

A.A.S – INTERIOR DESIGN, December 2008, Arapahoe Community College, Littleton, CO

M.A. - COUNSELING, May 1993, Colorado Christian University, Lakewood, CO

B.A. - ARTS & HUMANITIES, May 1991, Colorado State University, Fort Collins, CO