

MANDY M. BURGOS

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Management Professional

STRATEGIC PLANNING ~ PRODUCT MANAGEMENT ~ FINANCIAL / BUDGET ANALYSIS

PROFILE OF QUALIFICATIONS

- Proficiency in all aspects of product development and management including market research, trend analysis, strategic sales planning, forecasting, pricing, and customer relations.
- Exemplary forecasting, scheduling, and communication skills; solid ability to drive unified and forward-moving efforts among international vendors, sales staff, and C-level management.
- Highly skilled in personnel training, team-building, problem solving, and project coordination.
- Constantly monitor and assess business operations to determine and optimize fiscal performance, competitive positioning, and revenue opportunities.
- Extremely versatile; quickly adapt to new roles, responsibilities, software, and environments; excel at working in cross-functional and worldwide teams.
- Bilingual (English and German) with consummate critical thinking and communication skills.

PROFESSIONAL EXPERIENCE

Department of Education Central District, Oahu, Hawaii, 2009 to 2011

Substitute Teacher

- Administer lesson plans in accordance with curriculum objectives and outlines, assign homework, and establish excellent rapport with students and teachers.
- Maintain accurate and up-to-date attendance and student achievement records.

Magna Electronics GmbH & Co.KG, Germany, 2006 to 2008

Product Manager

- Formulated strategic business plans for company products and overall business line.
- Successfully performed business line controlling for R&D department and production site.
- Collected financial data and analyzed annual budget plan of up to 12 Million Euros.
- Applied dynamic financial savvy toward justifying new product development investments via cost-benefit analysis, evaluating sales forecasts ranging between 50 and 150 Million Euros, and optimizing product pricing.
- Conducted in-depth market research, summarized findings, and provided results to senior management.
- Traveled worldwide to visit production sites and present budgets and products to customers.
- Prepared and reviewed requests for quotations (RFQs), examined subsupplier and customer contracts, and contributed strong interpersonal skills toward effectively managing customer and supplier relationships.
- Trained and educated sales staff in product features and benefits.

Continued ...

Professional Experience continued ...

- Efficiently prepared status reports for senior management detailing open action items, launch and budget status.
- Spearheaded all project phases for SAP implementations, exhibiting outstanding leadership attributes.

ACTS GmbH & Co.KG, Germany, 1997 to 2005

Product Manager Assistant (2003 to 2005)

- Extensively supported product development and management functions by conducting market research, devising sales forecasts and product pricing, and contributing to new business development efforts.
- Collaboratively performed strategic planning for business line and provided regular status reports to senior management.
- Designed influential presentations for customers and high-level management and maintained cooperative and productive relationships with customers and suppliers.

Assistant to General Manager (1997 to 2003)

- Delivered top-notch executive support by coordinating travel arrangements, maintaining schedules, reconciling and tracking travel expenses, and managing business correspondence.
- Oversaw layout, launch and content management of new intranet and extranet.
- Trained, mentored and supervised newly-hired assistants, consistently emphasizing team cohesiveness, efficiency, and accountability.
- Designed informative and compelling presentations for high-level management.

EDUCATION

Master of Business Administration

University of Phoenix, 2008

B.S., Business Administration, Minor in Accounting

University of Maryland University College, 2006

COMPUTER SKILLS

Microsoft Office (Word, Excel, PowerPoint, Outlook, Front Page); MS Visio; MS Project; SAP; Artemis Project View; Track View