

Mary Jo "MJ" Hill

3467 W. 97th Ave, Westminster, CO 80031
303-562-7211 * 5280hill@gmail.com

CAREER SUMMARY: Project management and support professional with extensive experience in program planning, logistics coordination, budget planning and expense tracking. Effective organization, quick learner, determined, problem solver and known for follow-through. Demonstrated success communicating with various departments and personalities, discretely handle confidential information and manage multiple priorities. Work well independently and contribute effectively to team goals.

- Calendar Management
- Budget Building and Reconciliation
- Client Relations
- Contract Management
- Sourcing and Contract Negotiation
- Meeting and Event Coordination
- Travel Planning
- Account Management
- Data Entry / Record Keeping
- Onsite Execution

PROFESSIONAL EXPERIENCE

Tandberg Data Corporation – Business Development Representative 2011 – 2013

Conducted research of customer base, new and existing, within the U.S. and Canada to increase value added reseller count thus increasing sales. Trained and supervised team in continued ways to grow this area of business. Promoted to Service Warranty representative within 6 months of hire date.

- Reseller recruitment and on-boarding with 117% goal achievement average
- Point person for Inside Sales Team product renewal program outreach
- Report monthly to management and Sales teams
- Create and process service contracts within Oracle software
- Collect and process payment for warranty agreements
- Trouble shoot warranty contract issues with customers and tech support

Pepsi Beverages Company - Customer Equipment Service Representative 2010 - 2011

Performed exceptional customer service to clients across the U.S. and Canada in regards to getting them on-site assistance from technicians for repairs and supplies.

- Liaison between customer and service technicians
- Coordinated technician and maintenance-call work-loads
- Maintained incoming calls from both customers and technicians

Homemade Gourmet – Independent Consultant 2009 - 2010

Conducted and performed meal making classes to save customers time and money. Managed expenses and time effectively providing outstanding customer service and information in regards to the product.

- Product evangelist through live demonstrations providing guest education
- Managed orders, inventory, finance records and schedules
- Donated time in helping a family in need with needed meals

Unbridled Solutions, LLC – Project Manager 2006 - 2008

Provided full scope of project management for small to large scale meetings & events with budgets ranging from \$30,000 to \$1,200,00. Led on-site staff of 2 – 17 travel directors to meet the clients needs and expectations for the attendees. Managed clients budgets from beginning to reconciliation by negotiating with various vendors.

- Managed 5 – 14 programs annually
- Hotel and vendor sourcing
- Maintained accurate budget records to ensure needs were met while negotiating to achieve best value
- Financial accountability of deposits, payment schedule and detailed time lines
- Created registration website within Starcite and managed registration and payments
- Managed hotel reservations, scheduled transportation, arranged audio/visual, décor, themes and meeting room logistics
- Coordinated with travel agents to ensure attendee could travel as desired
- Planned site inspections and coordinated trips prior to final selection of event and or meeting
- Worked with creative team in designing layout of collateral and selected attendee gifts
- Coordinated and managed daytime events for guests; golf, spa services, boat trips, horseback riding, etc.

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Positron Public Safety Systems – Sales Support

2005 - 2006

Performed supportive duties for the sales team in conjunction with maintaining and creating new client relations for nine western states. Managed logistic details for trade shows and accountable for supply inventory and shipping proper items to each show.

- Created an organized system of promotional items and office supplies
- Managed schedules, hotel and travel arrangements
- Finalized expenses and submitted in a timely fashion
- Maintained inventory of promotional items and relationships with vendors
- Educated attendees on hardware and software across the nation
- Set-up and staffed trade show booths

TG Worldwide Meetings & Incentives, Inc. – Program Manager

2000 - 2004

Provided full scope of project management for small to large scale meetings & events with budgets ranging from \$30,000 to \$1,200,00. Lead on-site staff of 2 – 17 travel directors to meet the clients needs and expectations for the attendees. Managed clients budgets from beginning to reconciliation by negotiating with various vendors.

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Sheraton Denver West Hotel – Catering Manager

1994 - 2000

Managed and created precise details of assigned meetings and events. Consulted with various departments to ensure a flawless execution or come up with new ideas. Supervised events to ensure client needs were being met.

- Advanced after only 1year from assistant to catering manager
- Continuously met, and sometimes exceeded, catering goals while ensuring client expectations were met
- Effective up-selling to include wine upgrades, course additions, décor, etc.
- Co-designed new catering menus and folders
- Maintained monthly department reports and provided information during regular meetings

EDUCATION / CERTIFICATION

- High School Diploma
- Basic Accounting
- Dale Carnegie
- Licensed Cosmetologist

TECHNICAL SKILLS

Microsoft Word, Microsoft Excel, Power Point, Adobe Acrobat, Outlook, StarCite, Oracle