

**INFORMATION TECHNOLOGY CONSULTING, TRAINING MANAGER****OBJECTIVE**

Managing large-scale projects Leading and Motivating Teams; Developing Procedures; Identifying and Implementing Best Practices

**POSITIONING STATEMENT**

I am a technical training manager with 12 years of expertise and experience delivering and managing high-impact, large-scale training and technical projects. I have worked successfully with two Fortune 500 companies delivering truly innovative solutions to their business needs. At a hi-tech networking consulting firm, I co-developed and led a worldwide peer-to-peer training program, which saved the company over \$30 million a year and yielded over 125,000 hours of training annually, which was voluntarily attended after-hours. At a large downtown bank, I was able to lead a meticulously planned effort to modernize two trading floors, bring them up to date with the latest in global financial information technology.

I make a significant impact on the bottom line of the companies that I worked for and on the morale of my fellow employees.

**COMPETENCIES**

Management	Marketing/Strategy	Just-in-time	Video Conferencing
Implementation	Peer-to-Peer	Revitalizing	Teleconferencing
Training	Market Analysis	Coaching	Creating Incentives
Communications	Corporate Culture	Promoting Programs	Client Relations
Team Player	Team Building	Effective	Mentorinz

**TARGET MARKET**

Geographic Area: Prefer Southern California, but will relocate anywhere in CA, OR, WA, or CO.  
Industries: Hi-Tech Consulting Firms and Companies; Training Organizations; Entertainment  
Size of Organizations: 500 to 50,000 employees

**TOP 12 TARGET COMPANIES**

Warner Brothers	Convergent Communications	International Princess
Dreamworks/Amblin	Dell Computer Corp	City of Santa Clarita
AOL Time Warner	GE Capital	Computer Sciences Corp
1. Paul Getty Trust	Sony Pictures	Sun Micro Systems Inc

**PROFESSIONAL AFFILIATIONS**

- American Society of Training and Development
- American Management Association

## Professional Objective

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Seeking a creative development/implementation opportunity with a small to mid-size business, large corporation, or non-profit. The best use of my talents and experience would be best utilized in the following types of positions:

- ◆ Employee/Internal Communications Manager
- ◆ Marketing-Communications Specialist
- ◆ Consulting projects assisting individuals and companies with HR issues, communications, recruiting/career development, and project management assignments
- ◆ HR Specialist/Generalist
- ◆ Writer/Editor
- ◆ Media/Community Relations
- ◆ Office/Business Manager

## Key Accomplishment

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- ◆ As Managing Editor for a prestigious national restaurant chain: gathered, wrote, and edited stories for employee newsletter - distribution: approx. 32,000 employees in 150 locations nationwide
  - ~ greatly increased readership and article submissions while increasing morale, retention, team-building, and awareness of company values and philosophies
  - ~ designed and executed Spanish translation communications campaigns to connect with valuable, employee population; all accomplished with a very limited budget while meeting strict deadlines
- ◆ Wrote, edited, and published policies & procedures incorporating labor laws, company culture and operational changes; designed, wrote, and executed employee handbooks for a large corporation and small businesses
- ◆ Managed ALL HR, accounting, IT, facilities management, and event planning functions for 3 high-tech Silicon Valley companies (two medical device start-ups) with emphasis on all aspects of HR management
- ◆ As a Marketing Consultant volunteer for several non-profits - Designed and implemented marketing campaigns to increase awareness of organization's goals and events and increase donor contributions

## Areas of Expertise

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- ◆ Communications
- ◆ Marketing & PR
- ◆ Human resources
- ◆ Leadership
- ◆ Exceptional written/verbal communication skills
- ◆ Flexible, can-do attitude
- ◆ Desktop publishing & design
- ◆ Sales and customer service
- ◆ Accounting: payroll, A/P, A/R, GL, account & banking month-end reconciliation and asset management
- ◆ Diplomatic & confident in dealing with people at all professional levels
- ◆ Team-building & customer buy-in through creative presentations
- ◆ Project management - coordinate, prioritize, meet deadlines/budgets
- ◆ Attention to detail & organization while managing multiple tasks
- ◆ Numerous software programs - particularly MS Office Suite
- ◆ Commitment, passion, and integrity
- ◆ Photographic ability to shoot and process digital & film media
- ◆ IT administration

## Education

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- ◆ **MBA in Technology Management**
- ◆ **BA in Communication Arts**

University of Phoenix, San Jose, CA  
California Lutheran University, Thousand Oaks, CA

## Target Companies

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- ◆ Activision/Blizzard
- ◆ AECOM
- ◆ Amgen
- ◆ Atlas Development
- ◆ Baxter
- ◆ Boston Scientific
- ◆ California Lutheran University
- ◆ Custom Sensors & Technologies
- ◆ Digital Insight/Intuit
- ◆ Disney
- ◆ Dole
- ◆ Esprit - DP Technologies
- ◆ Gospel Light Publishing
- ◆ Guitar Center
- ◆ Iron Mountain
- ◆ Jakks Pacific
- ◆ (The) Judge Group
- ◆ Lynda.com
- ◆ Medtronic, Inc.
- ◆ Northrop Grumman
- ◆ (The) Saban Free Clinic
- ◆ Sage Publications
- ◆ ValleyCrest Companies
- ◆ WellPoint, Inc

## Geographic Locations

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- ◆ Ventura County
- ◆ San Fernando Valley
- ◆ Northern Los Angeles County
- ◆ Western Los Angeles County - Malibu, Santa Monica, etc.

# JOHN DOE

Agoura Hills, CA 91301

818-707-1111

JohnDoe@sbcglobal.net

## CAREER OBJECTIVE

Seeking a consumer corporate marketing or advertising position in the Los Angeles area. Open to any consumer-facing industry.

## PROFESSIONAL OVERVIEW

Marketing executive with extensive experience in corporate marketing and advertising. Accomplished leader with expertise in driving brand growth and revenue. Creative, analytical and detailed in solving complex problems on time and on budget. Proven track record of building profitable partnerships, and attracting and retaining top talent.

## CORE COMPETENCIES

- Advertising
- Branding
- Sponsorships
- Media
- Marketing
- Promotions
- Sports Marketing
- Negotiation

## EMPLOYMENT HISTORY

**Countrywide Financial Corporation** – First Vice President, Corporate Marketing

**Discover Financial Services, Inc.** – Director of Advertising; Director of Sponsorships & Promotions

## TARGET COMPANIES

- **Geographic Region:** Southern California, from Santa Barbara to San Diego
- **Industries:** Financial Services, Theme Parks, Entertainment/Media, Food/Foodservice
- **Company Size:** Revenue – Over \$100 million; Employees – Over 1,000

*Target companies include, but are not limited to, the following:*

FINANCIAL SERVICES	ENTERTAINMENT/MEDIA	FOOD/FOODSERVICE
Bank of America	ABC	California Pizza Kitchen
Farmers Insurance	CBS	Cheesecake Factory
Kinecta Federal Credit Union	DirecTV	Coffee Bean & Tea Leaf
Lockheed Federal Credit Union	Fox	Dole
Toyota Motor Credit	Live Nation	IHOP
Wells Fargo	Guthy-Renker	Sunkist
Wescom Central Credit Union	MGM	Taco Bell
	NBC Universal	
THEME PARKS	Paramount	OTHER
Disneyland	Sony	Big 5 Sporting Goods
Knott's Berry Farm	The Walt Disney Company	Guitar Center
SeaWorld	Time Warner	Westfield Corp.
Universal Studios		Valleycrest Companies

# Jane Doe, SPHR

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## SUMMARY

Accomplished human resources professional with excellent communication, leadership and presentation skills. More than 15 years experience in all strategic and tactical areas of human resources management including recruitment, employee relations, training and development, compensation and benefits, risk management, and policy design and development. Successful history of reducing costs and improving morale through implementation of effective programs which align with company strategic goals. Experience with start-up to mid-sized private and large public companies in the service and manufacturing industries. Professional experience also includes managing third party administrator relationships for multi-site, multi-state companies.

## PROFILE

Senior Human Resources and Training Generalist with core competencies in:

- Employee relations
- Recruiting/Retention
- Policy design, development and implementation
- Strategic planning
- Compensation/Benefits
- Performance management
- Risk management – OSHA, Safety, IIPP, Workers' compensation
- Experience with California and Federal employment laws and regulations
- Supervisor/Manager training and mentoring
- Development, delivery and management of new-hire on-boarding and staff training programs.
- All other HR generalist functions
- SPHR certified

## TARGET COMPANIES

- Small to mid-sized professional services or manufacturing companies
- Call Centers, marketing/public relations/advertising firms
- Entrepreneurial and start-up environments
- Preferred geographic locations include: San Fernando/Santa Clarita/Simi/Antelope Valleys

# Richard Popperl

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## Professional Objective: Programs/ Operations Management

Responsible for bottom line results directing and coordinating entire supporting activities of a project (Cost, Schedule, Technical) which delivers a product or service to a customer.

### Interested in but not limited to the following functions:

Business Unit Manager • Plant Manager • Program Manager • Operations Manager • Manufacturing Manager • Fabrication Manager •

### Positioning Statement:

Programs/Operations Management professional with over 16 years of experience building critical electromechanical components in highly regulated manufacturing environments. Experienced transitioning products into full production, streamlining operations and building teams to deliver valuable solutions. Career includes establishing effective lines of communication with customers, interacting with internal and external support teams, creating budgets, cost targets and execution plans, managing production, operations, quality control and supply chain management. Bilingual-Spanish

### Geographic Area:

Los Angeles metropolitan area spanning from Lancaster down to Norwalk and from Thousand Oaks up to Azusa.

### Companies of Interest:

#### AEROSPACE

Aerjet  
BAE SYSTEMS  
BOEING  
DRS Technologies  
General Dynamics  
General Electric  
Honeywell  
L-3 Communications  
ManTech  
Northrop-Grumman  
Pratt & Whitney  
Raytheon  
Textron  
Hydro-Aire  
Esterline-Mason

#### CONSUMER PRODUCTS

Cargill  
Coca-Cola Enterprises  
Kellogg Company  
Nestle  
Pepsi Bottling Group  
The Hershey Company  
Tyson Foods  
Wrigley

#### HEALTH PRODUCTS

Abbott  
AstraZeneca  
Baxter  
Bristol Myers Squibb  
HCR ManorCare  
Johnson & Johnson  
Maxim Healthcare Services  
Medtronic  
Owens & Minor  
Quintiles Transnational  
Siemens  
UnitedHealth Group  
Kimberly Clark

#### DRUGS & PHARMACEUTICAL

AmerisourceBergen Corporation  
Celera  
DaVita  
Roche  
Amgen

#### MANUFACTURING

Avery Dennison  
Barnes Group  
Consolidated Container Company  
Crown Equipment Corporation  
Eaton Corporation