

Resume: Dianne G.

TRAINING AND DEVELOPMENT

- ▯ Data management, **budget** and detail focused
- ▯ Solid written and verbal communication skills
- ▯ Gather **decision-making** data
- ▯ **Facilitate** meetings and training sessions

- ▯ **Project Management Body of Knowledge** (PMBOK Guide) scholarship
- ▯ Served over 10 years supporting senior executives and project directors
- ▯ Interpersonal skills to **build credibility/establish rapport** and maintain communication with stakeholders at multiple levels
- ▯ Monitor end-to-end project life cycle, review project management plan deliverables, and track milestones and metrics

- ▯ Technical proficiencies: (MS Office Suite including Access, Project), SharePoint Online, Ariba, and Oracle ERP
- ▯ **Ability to synthesize information** and run **Access** queries, **Excel** reports/charts, and create **PowerPoint** presentations
- ▯ Experience working with relational databases and excellent internet search skills

PROFESSIONAL ACCOMPLISHMENTS

Board Member

11/2015 to present

Mobile Medical Care Inc.

Responsible for approving all operational policies and procedures and approving human capital. Also involved in advocating needed medical services of the underserved county residents to county government officials.

- **Review and authorize** administrative policies and procedures
- Update renewal applications and **approve financial documents**
- Ratify peer reviews and staff credentialing
- Develop continuous improvements and advocate **Speaker**

Analyst/Procurement/ Buyer (contractor/Aerotek)

10/2017 to 01/2018

Sucampo Pharmaceuticals (client), Gaithersburg, MD

Revised procurement policies and procedures. Responsible for creating the training manual. **Led brown bag training sessions.**

- **Drafted training manual** and PowerPoint presentations for software conversion from Ariba to Oracle
- **Data extractions**, Vlookups-**Excel**, **SharePoint Online**, and processed evaluations
- Software tester functions to ensure **issues were identified and reported** for resolution

Project and Operations Coordinator (contractor/ Can-Am Consultants)

10/2016 to 04/2017

AstraZeneca, Gaithersburg, MD (client)

This role involved responsibilities for global travel, procurement, project tracking, and event planning.

- Created/conceptualized **flyers and brochures** for meetings and events (domestic/global destinations)
- **WebEx** meetings and **Webcast** events
- Maintained project's **SharePoint Online** sites, utilized **Office365**, and **OneNote**
- Generated travel itineraries utilizing Concur travel software
- Staff **on/off boarding**, **procurement** and invoicing via Ariba (SAP Enterprise Resources)
- **Tracked** project status and updated project **scorecard**
- **Sourced vendors** ensuring highest quality was met at lowest cost possible

Administrative Coordinator (contractor/Staffing Now Inc.)

03/2016 to 08/2016

Danya International, Silver Spring, MD (client)

Due to a company buyout and software conversion, my role was to ensure that all of the data was captured in the new system successfully

- Updated data in **Access** and **proprietary** databases
- Performed Remote review and credentialing support for Danya employees requiring travel authorizations
- Responsible for collaborating to complete a conversion project from a **legacy** system to a new **oracle** database
- Ensured **testing** and quality assurance were performed to preserve the integrity of **migrated data**

Data Analyst (contractor/Manpower)

02/2013 to 05/2015

ExxonMobil, Fairfax, VA (client)

This role involved preparing global travel itineraries, setting-up meetings, and procurement.

- Updated administrative policies and procedures manual
- Submitted journal entry requests and sourced suppliers in compliance with policies and procedures
- **Facilitated training sessions** and created **PowerPoint** presentations
- **Negotiated** procurement contract terms, conditions, prices, and processed invoices
- SharePoint libraries, Outlook calendar management, and **advised others** regarding admin policies and procedures
- Event planner

Data Analyst/Event Planner Assistant (contractor/Manpower)

05/2012 to 01/2013

ExxonMobil, Fairfax, VA (client)

Global Event Planner: lodging, contractors, vendors, **budget** estimates, and venue selection

- **Negotiated** contract terms, conditions, prices and submitted invoices for payment
- Prepared expense reports and **Excel** tables/charts and Concur travel itineraries

Grants Project Analyst (contractor/Kelly Government Solutions)

10/2008 to 11/2010

NCI, National Institutes of Health (NIH), Rockville, MD (client)

Created SharePoint project tracking by converting hard-copy project documents to e-copies and **database research**

- Received requests for proposals (RFPs) and monitored project budgets, **Access** and **data management** (QVR)
- **Provided recommendation** for tracking project deliverables against work breakdown structure (WBS)
- Utilized **MS Project** to track metrics (qualitative and quantitative), IMPACII software searches
- **Informed** executive management of project status, milestones, and performance metrics
- **Identified** project best practices and **presented the findings at seminars and conferences**
- **Collaborated** with cross-industry project teams: implementation/kickoff teams/Steering Committee
- Reviewed grant applications for compliance and **negotiated** contract terms and researched funding opportunities
- Earned value management (planning, cost, schedule) and generated monthly analytical reports and **Excel** tables

MBA Intern, Bureau of African Affairs, (Secret Clearance)

11/2007 to 01/2008

Department of State, Washington, DC

Internship

- Compiled database of domestic products for assigned countries
- Created tables and data logs

Program Manager (contractor/Henry Jackson Foundation)

11/2004 to 11/2007

NIAID, National Institutes of Health (**NIH**), Bethesda, MD (client)

Assisted the Branch Chief and principle investigators track **budget**/expenses utilizing **Excel charts**, **Access** reports and shared documents via QVR and IMPACII software.

- **Gathered decision-making data** via internet research, data warehouses, **proprietary** software
- **Mentored** clerical support staff and **oversaw** task orders and **provided guidance** on policies and procedures
- Sourced suppliers, participated with RFPs, prepared Federal **invoicing**, procurement, and expense reports

Program Assistant (Federal Appointment)

07/2001 to 10/2004

NIAID, National Institutes of Health, **NIH**, Bethesda, MD

The responsibilities in this role were to provide administrative assistance to the Branch Chief and the department. The duties included preparing all documents for signature and maintaining department files.

- Created **Excel** tables and **pivot** spreadsheets to reports
- Tracked department budgets, tracked and **scheduled training**
- Federal procurement, invoicing, timekeeping, travel orders, and data management (QVR and IMPACII)

EDUCATION

Master of Business Administration: Global Organizational Management (Hons)

Bachelor of Science: Healthcare Administration (Hons)

Secret Clearance (**expired**)/**Public Trust (active)**