

EXPERIENCE

Co-Owner/Principal

Hudson Studio, Incorporated • Alexandria, VA

2014–present

- Responsible for day-to-day business operations related to accounting, HR and IT operations
- Facilities management and coordination of subtenant leases
- Administer contracts for healthcare, 401(k) and payroll
- Handle vendor coordination, collections and client billing
- Responsible for new business coordination and growth
- Business Manager for HudsonLake, Incorporated

Director of Operations

Burson-Marsteller • Washington, DC

1993–2011

- Responsible for the office administration, facilities and IT infrastructure of 100,000 sq/ft across eight regional offices
- Managed, trained and mentored a team of 11 operations personnel
- Managed infrastructure and purchasing budget across three groups and seven offices
- Maintained vendor relationships and contracts
- Responsible for annual Sarbanes-Oxley compliance
- Maintained and managed disaster recovery center in DC for NYC headquarters operations

SKILLS

Software

Microsoft OS through Windows 10 and Office Suite through 2016
Call manager and voicemail systems
Small network administration/Cloud support

EDUCATION

University of Maryland

BS – Education; Minor – HR management and labor relations
1988–1992

HOBBIES

Electronics

Water sports (sailing, scuba diving and swimming)

COMMUNITY INVOLVMENT

CERT Volunteer – City of Alexandria

Fairfax County Citizens Police Academy — Graduate 2012

Resource Parent – City of Alexandria Department of Community and Human Services