

PROFESSIONAL SUMMARY

- ✓ Built and maintained positive, sustainable client relationships and consistently delivered projects on time and within or under budget
- ✓ Recognized for the ability to optimize processes and improve workflow efficiencies through exceptional communications, operational, and technical marketing acumen
- ✓ Adept at quick and decisive problem-solving; capable of handling multiple projects and staying cool under pressure while working within and adhering to strict time constraints

DEMONSTRATED STRENGTHS AND EXPERTISE

- Project Management
- Account Management
- Interactive Marketing
- Business Development
- Rapport-Building
- Relationship Management
- Process Improvement
- PowerPoint Presentations
- Training & Development
- Leadership & Supervision
- Communications
- Cross-Functional Collaboration

EDUCATION

BA, Organizational Communication (minor in Music), Assumption College, Worcester, MA, 2005

EMPLOYMENT HISTORY

HEALTHCARE EXECUTIVES, Killingworth, CT

April 2007- Present

Account Executive/Project Manager

- Managed a 5-person team that coordinated interactive presentations, live programming, and print pieces for pharmaceutical clientele
- Promoted to Account Executive from Associate Account Executive one year after joining the company
- Generated additional business opportunities and revenue for the company as the result of successfully delivering and implementing client content and conference work
- Orchestrated first-time, live faculty conference and interactive case presentations for the client, Shire Global Medical Affairs
- Created a variety of new interactive/print products and managed a team that created new technology, including a touch screen reference library for the Medical Science Liaison Group
- Assisted in the new product launch for the drug, BANZEL by implementing speaker training, speakers bureau, and field programming
- Oversaw timely completion of field programs and handled daily communications with the sales team
- Launched patient case website within several weeks by working extra hours and managing both an internal team and outside website vendor in order to complete project on time
- Built an interactive platform (within 1 month) for conferences that included testing as well as obtaining legal, medical, and regulatory approval from client

THE CENTER FOR MEDICAL KNOWLEDGE, INC., Chester, CT

August 2006- April 2007

Marketing Associate/Database Management

- Researched, analyzed, and recommended new recruiting strategies for bringing people into the Center's programs

PHARMEDICA COMMUNICATIONS, LLC, Killingworth, CT

Jan. 2006 - August 2006

Program Manager

- Facilitated the scheduling and tracking of payments for drug related programs while establishing and maintaining frequent communications between representatives and venues

TECHNICAL SKILLS

Proficient in MS Office Suite, including Word, Excel, PowerPoint, and Outlook
Adobe Acrobat; Groupwise (internal email); Microsoft Live Meeting, WebEx, and Internet research

VOLUNTEERISM

- Orchestrated and performed in a variety of benefit concert venues in order to raise money for local charities in Connecticut and Massachusetts
- Currently participate in various charity work through company programs including American Heart Association, Parkinson's disease Foundation, etc.
- Recorded an album with the producer, Dan Mccloughlin: recorded *Rob Thomas (Matchbox 20)*, *Weezer*, *Mighty Mighty Bosstones*; currently playing music independently and with bands.