Profile

*Seeking a human resource management position, utilizing over eighteen years’ of diverse experience: administer and manage day-to-day policies and procedures, process improvement, staffing & recruitment, wage and salary administration, employee relations, and compliance.*

Areas of Expertise

1. Organizational Management
2. Change Management
3. Strategic Business Planning
4. Problem Solving
5. People Development
6. Project Management

## Professional Experience

**March 2013 – December 2017**

Executive Administrative Support Manager

1. Support Executive Vice President, General Manager of Florida
2. Responsible for the efficient operation and functioning of the SGWS Florida State Office
3. Member of Senior Leadership Team; involved in planning and implementation of all financial and commercial and tactical decisions made in the State of Florida as well as L&D, Talent Management, and People Development for over 1,600 people
4. Florida State Meeting - part of the planning process as well as the content planning of the meeting; primary focus was personal and professional development for over 1,600 employees of Southern Glazers Wine & Spirits of Florida
5. Administered and disseminated key internal/external communication
6. Created, tracked, and adhered to critical path timelines for various projects
7. Worked effectively with employees at all levels of the organization on sensitive/confidential information
8. Role also encompassed the oversight and management of Facilities Supervisor and Receptionist

**August 2011 Constellation Wines U.S., 2005**

Sales Coordinator/Meeting and Events Planner

1. Reported to Senior Vice President, National Sales Manager
2. Analyzed monthly sales goals and depletions, identified risks and opportunities
3. Generated and evaluated sales performance reports
4. Prepared, coordinated, and implemented corporate projects
5. Planned, monitored, and stayed within 1MM budget for annual National Sales Meeting
6. Created and monitored incentive programs
7. Coordinated and managed sales and event meetings
8. Coordinated Top-to-Top meetings for key distributors
9. Wine & Spirits Wholesale Association host
10. Managed and controlled all meeting and event budgets
11. Interfaced regularly with principals/owners of distributorships and senior level executives
12. Reviewed and analyzed departmental spending, invoices, financial data, and resolved discrepancies
13. Approved, monitored, and audited travel and expense reports of six division vice presidents
14. Involved with three major company acquisitions, and assisted in new structure
15. Assisted with onboarding and training
16. Member of executive team, exposed to: Succession Planning, tracked and maintained accuracy of 15 zone budgets
17. Involved with consolidation of three operating companies
18. Extensive use of Excel on a daily basis (both creating and manipulation of spreadsheets) for the purpose of tracking sales process, distributor/customer information
19. PowerPoint presentations

**2000–2005 Constellation Wines U.S.**

Executive Assistant

1. Responsible for the efficient operation and functioning of the National Sales Office
2. Maintained departmental budget
3. Tracked, monitored, and approved travel and expense reports for six Division Vice Presidents of Sales
4. Reporting and analysis
5. Managed and disseminated key internal/external communication to sales
6. Created, tracked, and adhered to critical path timelines for various projects

**1997–2000 Constellation Wines U.S.**

Customer Advocate, Pricing and Compliance Specialist

1. Order fulfillment, monitored and controlled out of stocks
2. Tracked and evaluated distributor performance vs. Tactical Business Plan and Joint Business Plans, reviewed volume targets
3. Secured orders, monitored inventory, conducted analysis of what is on order vs. plan
4. Managed and communicated inventory needs and concerns to the sales field, alert Sales Divisions of major issues or concerns of supply and demand
5. Executed price changes and submitted price postings to the state, while adhering to compliances and ensuring accuracy
6. Responsible for accuracy and processing of NYS state pricing mechanics; Approved Purchase Allowances (APA’s), Special Purchase Allowances (SPA’s), and customer billings and credits
7. Managed returns for damaged product, pallet returns, keg pickups
8. Tracked unsalable and processed credit requests
9. Conducted customer surveys and inventoried distributor warehouses
10. Interacted with Sales Divisions, Marketing, Wineries, and Demand Planning departments

## Education

**Master of Business Administration (MBA), Human Resource Management**

Strayer University, Coral Springs, FL

**Bachelor of Science (BS), Organizational Management**

Roberts Wesleyan College, Rochester, NY