
Highlights

Results-oriented with 20+ years combined experience in management, graphic design, web development, computer applications and marketing. Expertise in building and leading strategic efforts for private, public and non-profit organizations, track record for managing projects and teams, managing budgets and deadlines. Proactive leader with direct initiative to deliver solutions and successful projects.

Areas of Expertise

- Project Management
- Technical Leadership
- Requirements Analysis
- Technology Solutions
- Object Oriented Analysis and Design

Skills

- MAC and PC Operating Systems
- HTML Editors: Dreamweaver, Homesite, Composer, FrontPage
- Programming: JavaScript, XML, Coldfusion MX, MSAccess, SQL
- Graphic Design: Adobe Photoshop 7/ Image-Ready, Illustrator 10, Fireworks MX, Flash 5, Quark X-press

Professional Experience

Endoscopy Center Services 1998-current

Chevy Chase, Maryland

Plan, implement and manage day-to-day operations of these multi-location medical ambulatory surgery centers. Responsibilities include: Customer Service, Human Resources, Accounts Payable and management of budgets that exceed \$1M per center.

Congregation B'nai Tzedek 2000-current

Potomac, Maryland

Engaged to formulate vision, strategy and plans for community-wide website. Directed and developed website (www.bnaitzedek.org) and responsible for ongoing operations.

Membership Retention and Outreach Chair responsible for creation of a membership survey to identify membership satisfaction. Process included extrapolation of data for Board and membership presentation. Organize and facilitate focus groups based on the data for the purpose of continuity and directing programs to groups of members. Act as an umbrella committee to smaller targeted committees. Create programming to encourage volunteerism.

Mid-Atlantic Gastroenterology Network 1995-1999

Chevy Chase, Maryland

Managed and directed this 130 member physician Association. Responsibilities included Provider relations, claims processing/adjudication, medical information system data entry, insurance eligibility verification, patient survey development and analysis, maintain physician-credentialing files. Financial oversight of a single specialty capitation contract with a \$700,000 annual budget. Computer experience with Quicken, Microsoft Office, and ProComm Plus.

Website Development Work

<http://www.asirt.org>

Assoc. for Safe International Road Travel (ASIRT)

<http://www.tricapitaladvisors.com/>

TriCapital Advisors Inc.

<http://www.bnaitzedek.org/>

Congregation B'nai Tzedek

<http://www.mggdocs.com/>

Metropolitan Gastroenterology Group, P.C.

<http://www.ccendo.com/>

The Chevy Chase Endoscopy Center

<http://www.jbwwebsites.com>

Personal Website

Education

Montgomery College 2003	AS, Computer Applications - Web Specialist	Rockville, Maryland
Rochester Institute of Technology 1979	AAS, BS Biomedical Photographic Communications	Rochester, New York

Community Activities

Executive Board of Directors, Congregation B'nai Tzedek	1987-Current
Chapter Advisor and House Corporation President, Delta Phi Epsilon Sorority, University of Maryland	1980-1998

References

References are available upon request.