

Mary James
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SUMMARY OF QUALIFICATIONS:

- Extensive corporate experience with a strong interest in training and development
- Self-motivated and driven professional with strong problem solving and project management experience
- A clear communicator, able to create interactive training for diverse audiences.
- A dedicated team player, committed to building relationships and establishing cross departmental collaborations.

EDUCATION:

University of Central Florida, Orlando, FL

Master in Human Resources Management

May, 2013

Bachelor of Arts in Business Administration

May, 2009

WORK EXPERIENCE:

Ajax Food Corporation, **Executive Assistant to the President**, Orlando, FL 2008 – Present
General Marketing Inc., **Project Manager**, Orlando, FL 2005 – 2008
Forest Meat Company, **Administrative Assistant**, Miami, Florida 2004 – 2005

RELEVANT ACCOMPLISHMENTS:

Training and Communication

- Supervised and trained support staff comprised of 8 full time and 3 part time employees at GMI
- Created training manuals for all new hires and aligned the manual content with training content
- Hired administrative staff and facilitated orientation for new hires and independent contractors at GMI
- Handled staff concerns with diplomacy, and followed through to ensure resolution.
- Coordinated annual training event for 800 – 1,000 adults as part of the BCSC Baltimore Girls Scout Council Discoveries
- Recruited and facilitated training for 200 volunteers who participated in leadership at the Baltimore Girls Scouts Council

Project Management

- Researched and recommended specific vendors for improved facilities management resulting in reduced costs and more efficient operations for Ajax Food Corporation
- Conducted research, negotiated with new vendors, and instituted an improved company health plan and benefits
- Planned and implemented a highly successful “Daughter to Work” day with GMI committee members, including overall coordination for 85 participants.
- Coordinated logistics for video conferences and offsite meetings among national GMI offices, including travel, accommodations, equipment, and presentation materials.

COMMUNITY SERVICE:

Baltimore Girls Scout Council, **Trainer and Associate Chair**, Baltimore, MD 2002 - 2004

PROFESSIONAL DEVELOPMENT:

Orlando Trainers Annual Conference 2007 – Present
Train the Trainer Seminar, University of Central Florida May 2013