

Linda Ballard

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(410) 311-3825

May 17, 2006

Ms. Human Resources Manager
Merrell Communications Corporation
481 Bay Boulevard
Baltimore, Maryland 20890

Dear Human Resources Manager:

In response to your ad in the May 14th edition of *The Baltimore Sun*, please consider my resume in your search for a Budgeting & Planning Project Manager.

With a solid background in strategic operations and project management, I feel well qualified for the position you described. I am presently responsible for annual and quarterly budget preparation as well as operational management and information technology investments and processes. Responsibility of this complex environment requires me to make decisions quickly and effectively.

I am accustomed to a fast-paced and challenging environment where deadlines are priority and handling multiple priorities are the norm. I have strengthened my skills by becoming proficient with systems integration and management. This has allowed me to report the successful completion of projects related to database management, data analysis, and systems architecture. For example, at prior employer SoftCell, I was able to create a systems architecture design that mapped systems across the organization. Those systems prepared them for a critical technology phase called the Wireless Number Portability Program.

Your advertisement also specified the need for government contracting experience. As the operations manager at FoodServ USA, I was instrumental in proposing and negotiating bids for government contracts for the sale of perishable goods to federal and state entities.

As you will notice on my resume, I have impeccable management experience. I am currently responsible for managing and developing 40 branch employees as well as several other management positions in our regional office.

I look forward to a favorable response. Thank you for your time and consideration.

Sincerely,

Linda Ballard

enclosure

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Professional Profile:

Results oriented professional with accomplished experience in operations management to include reducing costs, improving service quality and impacting the bottom-line. Areas of expertise include:

- P&L Management
- Sales and Marketing
- Relationship Management
- Systems/Database Administration
- Project Management
- Contract Negotiation
- Accounting A/P and A/R
- Quality and Risk Management
- Data Evaluation/Analysis
- Recruiting
- Staff Motivation and Development
- Training/Facilitation

Employment History:

CLEAN SWEEP HOUSEKEEPING 2005-2006

Operations Manager

- Managed day-to-day operations, planning, budget, and P&L.
- Supervised a staff of 40 employees.
- Developed and facilitated training for branch and sales personnel.
- Ensured quality by conducting site inspections.
- Hired staff and participated in job fairs for sales and service positions.
- Facilitated efficient scheduling and deployment of resources.
- Partnered with internal departments to ensure excellent customer satisfaction.

FOODSERV USA 2001-2005

Operations Manager

- Supervised daily operations of a food distribution company with \$20+ million in annual sales.
- Negotiated and acquired wholesale contracts from various food vendors and non-profit government entities.
- Managed and operated a database program that tracked customer and vendor activity as well as accounts receivable/payable, inventory control, and sales commissions.
- Served as systems administrator and operated a network architecture comprised of Windows based servers and high definition printers.
- Handled all areas of accounting and finance and presented weekly cash flow and status reports to leadership.

SOFTCELL SOLUTIONS, INC. 2001-2001

Business Analyst – deployed to work on a Wireless Number Portability Program (WMP)

- Ensured timely project deliverables with minimal scope creep during the development and implementation phases and extended the original engagement an additional 17 months.
- Supported client's information technology infrastructure that resulted in E2E (end-to-end) testing and data mapping analysis that spanned across all SoftCell's information systems.
- Performed analytical risk assessments and produced a PMO plan for use in client meetings.

BLACKSBURG FAMILY FUN AND FITNESS CENTER 1997-2001

Assistant Manager

- Managed operations and finances for a 1,200 member fitness club staffed by 25 employees.
- Operated the membership database and participated in sales and new member orientation.

Formal Education:

B.S., Decision and Information Systems – Graduated with honors – G.P.A. 3.5/4.0
Virginia Polytechnic Institute and State University, School of Business

Technology Profile:

Operating Systems: Windows NT, Windows XP/98/00
Software: Entrée, QuickBooks Pro, SureSell 2000, Mission, Microsoft Office modules, MS Project

Activities:

- Project Lead for Information Systems Project on US ROTC Services
- Fluent in English, Spanish and Korean