

## Skill Profile

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### Relationship Building/Coaching

Ability to develop strong relationships with company stakeholders, external vendor partners and direct reports. Build an engaged and collaborative team with strong leadership and coaching skills.

### Project Management

Proven experience in project management across several jobs. Ability to work well under pressure, meet deadlines and manage multiple projects simultaneously.

### Process Development

Develop and evaluate processes and collaborate with direct reports to adjust as needed or challenge the team.

### Training Development

Develop learning objectives for product training articles and training guides. Ensure all training materials meet learning objectives.

### Event Coordination

Capable in event management including creating trade show exhibit booths, product giveaways, business dinners, and class reunion events.

### Graphic Design and Production

Well versed in print design and production including multi-page documents, training materials, presentations, advertising, newsletters, and more.

### Web Experience

Design and build Divi Wordpress multi-page sites. Create digital PDFs and flipbooks. Produce company web pages via Adobe CQ5.

### Writing

Varied writing experience including: writing and editing training articles and materials; ensuring team writers meet training objectives; writing Internet garden articles and writing/producing retail radio ads.

## Work History

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### Sears Holdings

- May 2015 – Present  
Creative Project Manager, Training (*Sales Today Magazine* and Misc. Print and Digital Projects)

### Sears (Contractor)

- August 2003 – May 2015  
Graphic Designer, *Sales Today*
- October 2002 – August 2003  
Project Coordinator, *Sales Today Training Magazines* (Four Versions)
- July 2001 – October 2002  
Editor, *Dealer Currents Training Magazine*

### Dave's Garden

2008  
Garden Writer

### Aquent (Contractor)

1997 – 1998, 1999 – 2001  
Graphic Production, Various Clients

### Aquent

1998 – 1999  
Office Manager/Recruiter

### Newspaper Association of America

1994 – 1997  
Marketing Assistant

### Freelance

1990 – 1994  
Desktop Publishing, Advertising,  
Landscape Design

### Creative Fields, Inc.

- 1989 – 1990  
Advertising Producer
- 1986 – 1989  
Radio Writer/Producer, Broadcast Assistant

## Education

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B.S. School of Communications, 1985  
Southern Illinois University, Carbondale, IL