

Career *Transition* Workshop

Session 3

Two-Minute / Two-Page Resumes:

How to Package Yourself

The more you say, the less people remember.

(Will Rogers)

When there are many words, transgression is unavoidable; but he who restrains his lips is wise.

(Proverbs 10:19, NAS)

Career *Transition* Workshop

III. Two-Minute / Two-Page Resumes: How to Package Yourself

Part 1: Packaging Pointers

1. Ways to Win the Work You Want
2. Resume Evolution
3. Do•Be•Do•Be•Do: Two Pillars of Self-Promotion
4. Attributes: Who You Are
5. Achievements: What You've Done

Part 2: Verbal Resume

1. Two-Minute Resume: Reasons for a Verbal Resume
2. Two-Minute Resume: Design Concepts
 - a. Life History (90 seconds)
 - b. Transitional Statement (10 seconds)
 - c. Focal Point (20 seconds)

BREAK

Part 3: Written Resume


1. Two-Page Resume: Reasons for a Written Resume
 - a. Before Interview: Door Opener
 - b. During Interview: Discussion Outline
 - c. After Interview: Direct Others
2. Two-Page Resume
 - a. Design Concepts
 - b. Styles & Types of Resumes
 - b. Organization Outline
 - 1) Headliner
 - 2) Marquee
 - 3) Center Stage
 - 4) Experience
 - a) Company Information
 - b) Position Information
 - c) Closing Credits

Ways to Win

The Work You Want

<u>Concept</u>	<u>Business</u>	<u>Job Seeking</u>
♦ Package	♦ Advertising	♦ Resumes
♦ Promote	♦ Marketing	♦ Networking
♦ Pitch	♦ Selling	♦ Interviewing

Resume Evolution



- ↑ Attributes (Relationships)
- ↑ Achievements (Results)
- ↑ Activities (Roles & Responsibilities)

Do•Be•Do•Be•Do

Two Pillars of Self-Promotion

Competence (Doing)	Character (Being)
<ul style="list-style-type: none">♦ Achievements♦ Performance	<ul style="list-style-type: none">♦ Attributes♦ Personality
What You've Done	Who You Are

Attributes: Who You Are

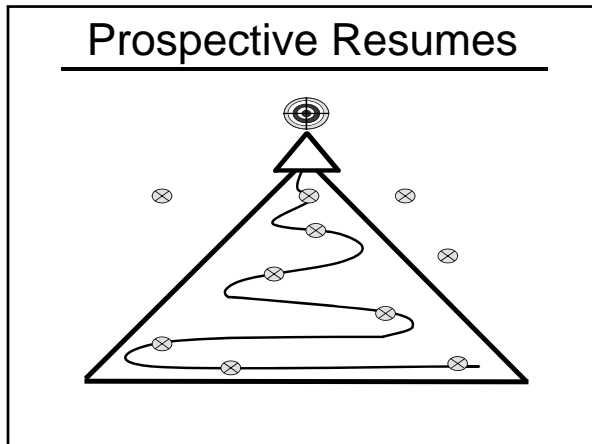
- ◆ 1 - 2 Word Phrases
- ◆ Burrow, Don't Borrow
- ◆ Sources --
 - Personality Profiles
 - Past Performance Reviews
 - People: Spouse & Co-workers

Achievements: What You've Done

- ◆ Product of the Product
 - Accomplishments > Gifts + Skills
- ◆ Contributions to the Company
 - Individual
 - Collaborative
 - Cumulative

Achievements: Action + Results

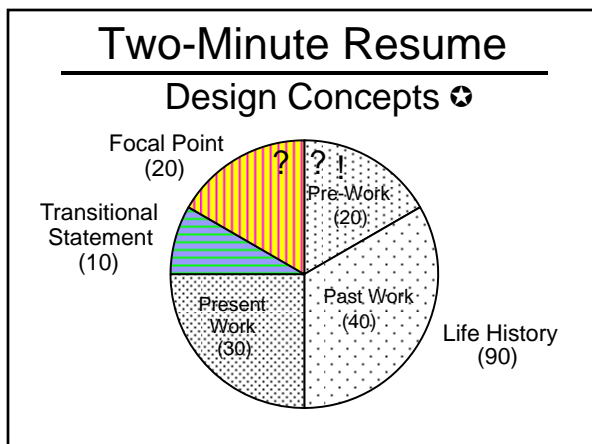
- ◆ Begin with Action
 - Action Verbs – Active Voice ♻
 - Vary the Verbiage
 - Past vs. Present Tense
- ◆ End with Results
 - Tangible vs. Intangible
 - \$, #, % → ConSWAG



Two-Minute Resume

Reasons for a Verbal Resume

- ◆ Brief Bio for Common Questions
 - Tell me about yourself.
 - Why are you looking?
 - What do you want to do?
- ◆ Why Be Brief?



Two-Minute Resume

Organizational Outline

- ◆ Opening Question: Anything specific?
- ◆ Early Exclamation: I've always ...

- ◆ Pre-work: Growing Up, Family, Education
- ◆ Past Work: Work flow up until the last
- ◆ Present Work: Last / Current Job

Two-Minute Resume

Organizational Outline

- ◆ Transitional Statement:
 - Brief, factual, positive, future-oriented
- ◆ Focal Point: Tell 'em Your Target
- ◆ Closing Question:
 - What does the ideal candidate look like?
 - What are your current challenges?

Two-Page Resume

Reasons for a Written Resume

- ◆ Before Interview
 - Door Opener
- ◆ During Interview
 - Discussion Outline
- ◆ After Interview
 - Directing Others

Two-Page Resume

Design Concepts

- ◆ Prepare for the Hiring Authority
- ◆ Length: Two Pages vs. One Page
- ◆ Passes: Look, Scan, Read, Study
- ◆ Priority of Presentation:
 - Top / Down • Left / Right
 - Page 1 / Page 2

Two-Page Resume

Styles & Types of Resumes ☺

- ◆ Chronological
 - Center Stage Style -----
- ◆ Hierarchical ~~Leading Achievements~~
- ◆ Functional
- ◆ Technical

Two-Page Resume

Organization Outline

- ◆ Headliner
 - Name & Contact Information
- ◆ Marquee
 - Focal Point & Thumbnail Sketch
- ◆ Center Stage
 - Hierarchical, Functional, Technical

Two-Page Resume

Organization Outline

- ◆ Experience
 - Company Name & Description
 - Position Title & Description
- ◆ Closing Credits
 - Military Experience
 - Education & Training
 - Associations

Headliner

Name & Contact Information

Buck Finder

3236 Besser Drive
Plano, Texas 75025 buckfinder@netzero.net 214-555-6771 B
214-999-9094 H

MEDICAL SALES EXECUTIVE

Proactive leader dedicated to transforming territories to profitability. Proven performance in marketing equipment / services to various health entities including hospitals, physician groups, insurance networks. More than 15 years in identifying and providing specialty product solutions to the Healthcare Industry.

ACHIEVEMENTS

* RESULTS GENERATOR: Developed and implemented system sells techniques for Western and Southwestern regions resulting in 33 units sold totaling over \$5 million. Exceeded 100% to quota 28 times. Achieved \$1+ million in net sales six times. Highest annual net growth performance twice.

Headliner

Design Guidelines

- ◆ Frame the Name – 1 Line
 - Stand Alone – Stand Out
 - Informal Name
- ◆ Contact Information – 2 Lines
 - Left: Street Address / PO Box
 - Center: Email
 - Right: Phone(s)

Marquee

Focal Point & Thumbnail Sketch

Buck Finder

3236 Besser Drive
Piano, Texas 75023
buckfinder@netzen.net
214-555-6771 B
214-559-5094 H

MEDICAL SALES EXECUTIVE

Proactive leader dedicated to transforming territories to profitability. Proven performance in marketing equipment / services to various health entities including hospitals, physician groups, insurance networks. More than 15 years in identifying and providing specialty product solutions to the Healthcare Industry.

ACHIEVEMENTS

- **RESULTS GENERATOR:** Developed and implemented system sales techniques for Western and Southwestern regions resulting in 33 units sold totaling over \$5 million. Exceeded 100% to quota 28 times. Achieved \$1+ million in net sales six times. Highest annual net growth performance twice.

Marquee

Design Guidelines

- ◆ Focal Point – 1 Line
 - Position Sought / Job Title
- ◆ Thumbnail Sketch – 3 Lines
 - Depth & Breadth of Experience
 - Level - \$, \$\$\$, \$\$\$\$\$
 - Personality – Management Style
 - YOU uniqueness of You

Center Stage

Hierarchical Resume

MEDICAL SALES EXECUTIVE

Proactive leader dedicated to transforming territories to profitability. Proven performance in marketing equipment / services to various health entities including hospitals, physician groups, insurance networks. More than 15 years in identifying and providing specialty product solutions to the Healthcare Industry.

ACHIEVEMENTS

- **RESULTS GENERATOR:** Developed and implemented system sales techniques for Western and Southwestern regions resulting in 33 units sold totaling over \$5 million. Exceeded 100% to quota 28 times. Achieved \$1+ million in net sales six times. Highest annual net growth performance twice.
- **MASTER PROSPECTOR:** Generated over 3,000 sales opportunities and 750 high quality prospects – all within the first six months of new territorial assignment. Results: Over \$1.5 million in sales with the highest profit margin during first year with new company.
- **LEADER/PIONEER:** Launched and successfully conducted a trade-in policy yielding over \$4 million in new revenue. Envisioned and identified new product opportunities that successfully generated \$20 million. Promoted transferable technologies to new markets creating \$150,000 in additional business.
- **CREATIVE SELLING POWER:** Consultative marketing style using conceptual sales expertise. High focus on needs assessment and buyers' values. Results: More than \$14 million sold during professional career to a network of satisfied health care customers and clients.
- **TURNAROUND SPECIALIST:** Conceived and organized a quick response approach that continually transforms territories to profitability. Up front deployment of energetic salesmanship with average growth increases of 200%. Used in abandoned region to create \$3.4 million in sales in two years.

Company Information

Design Guidelines

- ◆ Company Line – 1 Line
 - Name, *Location, Duration*
- ◆ Company By-Line - 1 Line
 - Scope
 - Size
 - Status
 - Success

Experience

Position Information



Position Information

Design Guidelines

- ◆ Position Line – 1 Line
 - Job Title, *Location, Duration*
- ◆ Position By-Line: 3-2-1 Lines
 - Roles & Responsibilities
 - Job Description
 - Some Sense of Scope / Size

Experience

Closing Credits

MILITARY EXPERIENCE 1982

U.S. ARMY RESERVE, Officer Candidate School, Fort Benning, Georgia
Commissioned 2nd Lieutenant

EDUCATION 1981

CENTRAL STATE UNIVERSITY, Edmond, Oklahoma
Bachelor of Science in Business Management

ASSOCIATIONS

Member, American Production and Inventory Control Society
Member, American Management Association
Member, Society for the Advancement of Management
Member, Executive Committee, First United Methodist Church, Garland

Closing Credits

Design Guidelines

- ◆ *Military Experience – 2 Lines*
 - Service, Location, End Date
 - Highest Rank
- ◆ *Education & Training – 2 Lines*
 - School, Location, End Date
 - Degree Earned

Closing Credits

Design Guidelines

- ◆ *Professional Designations & Credentials*
- ◆ *Associations: 3 to 5*
 - Leadership Roles
 - Professional / Trade
 - Community / Civic / Church

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Completed

ACTION CHECKLIST

#3 - Two-Minute / Two-Page Resumes: How to Package Yourself

- 1) Prepare your Attribute-Achievements Arsenal. Pull attributes from your DiSC profile and Success Stories. Pull achievements from work experience or outside work activities. Ask yourself: "So what?" until each accomplishment is perfected. Match attributes to achievements. *{ACT}*
- 2) Write your two-minute resume. Speak and clock it by component. Once the timing is right, rehearse until your delivery is natural. *{ACT}*
- 3) Consider the benefits and costs of:
 - a) getting a "business" phone or phone service
 - b) enrolling in college courses to maintain state-of-the-art knowledge
 - c) completing any certification requirement of your profession
 - d) becoming an active member of professional / trade association
 - e) becoming an active participant in local civic / community / church group
- 4) Write your two-page resume. Test the relevancy of each item to your focal point. Review it with three people. *{ACT}*
- 5) Consider getting your resume professionally word processed and printed. Make copies.
- 6) Read the verses in your own Bible listed under Creator's Books in the Resource Guide.

COMING ATTRACTIONS

#4 - Communication Connection: How to Write Right

- 1) Investigate various printing and paper supply companies. Consider cost, quality, turnaround, service and convenience.
- 2) If you have some sample cover letters, bring them next session.
- 3) Bring to next session the new and improved version of your resume. Give us a copy if you want it reviewed in front of the entire workshop the following session (Session 5)

{ACT} = share with your ACTeam

Career *Transition* Workshop

Session 03 - Index of Exhibits

- Resource Guide #03
- Action Verbs by Function
- Two-Minute Resume Examples (2)
- Two-Page Resume Examples
 - Chronological (5)
 - Connie Logical (Financial & Planning Management)
 - ★ Richard Louge (IT Project Manager)
 - ★ Scott Foster (Project Manager)
 - ★ Stephanie L. Trimble (Financial Analyst / Business Development)
 - ★ Trey Byers (Client Executive)
 - Hierarchical (9)
 - Bill Melater (Financial Business Management)
 - Bob Williaford (Chief Operating Officer)
 - Buck Finder (Medical Sales Executive)
 - Dee Fence (Director / Vice President of Engineering)
 - ★ Fred Craven (Marketing, Customer Relations)
 - Jess N. Tyme (Operations Management)
 - ★ Kevin R. Grantham (Executive – Marketing & Strategic Planning)
 - ★ Mark Mikel (Finance Director)
 - Randy Access (Data Processing Management)
 - ★ Tom Stilz (Senior Sales Engineer)
 - Functional (1)
 - ★ Ivan Otto Verk (Sales Executive)
 - Technical (0)
 - ★ Missing example
- Joy of the Journey: Laugh Tracks
- Words for Your Walk

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Resource Guide #03

- Recommended Websites
- Recommended Reading
 - ✓ Creator's Books
 - John 21:25
 - Proverbs 10:19
 - Proverbs 10:12
 - John 13:17
 - ✓ Classic Books
 - Allen, Jeffrey G.; *Best Resume Book*
 - Barkley, Nella & Eric Sandburg; *The Crystal-Barkley Guide to Taking Charge of Your Career*
 - Fournier, Myra & Jeffrey Spin; *Encyclopedia of Job-Winning Resumes*
 - Foxman, Loretta D.; *The Executive Resume Book*
 - Kennedy, Joyce Lain; *Resumes: The Nitty Gritty*
 - Montag, William; *Best Resumes for \$75,000 plus Executive Jobs*
 - Tepper, Ron; *Power Resume*
 - Wilson, Robert F. & Erik H. Rambusch; *Conquer Resume Objections*
 - ✓ Current Books

Action Verbs by Function

Management	Finance / Accounting	Marketing	Sales	Human Resources	Training	Technical	Creative	Research
achieved approved ascertained assigned attained completed conceived consolidated coordinated created decided delegated determined developed directed diverted drove eliminated encouraged enhanced established evaluated executed founded guided handled headed implemented improved incorporated increased influenced initiated innovated inspired integrated launched led managed motivated navigated negotiated organized outlined	adjusted administered allocated analyzed appraised arbitrated audited balanced budgeted calculated charted checked compared computed conserved contracted controlled detailed developed eliminated enforced envisioned estimated financed forecasted informed initiated inspected instituted interpreted investigated managed mentored modeled negotiated offered orchestrated organized planned predicted prepared presented projected	addressed arranged authored classified communicated corresponded created defined developed directed drafted edited enlisted expanded formulated imagined influenced initiated innovated interpreted invented launched marketed moderated motivated piloted prepared projected promoted publicized reported researched reunited sensed spoke summarized synthesized translated wrote	anticipated counseled delivered displayed dramatized empathized exceeded expanded explained expressed generated identified illustrated improvised increased informed negotiated offered opened open penetrated persuaded prepared prescribed presented projected responded saved showed sold solved surpassed talked targeted verbalized	advised aided assessed assisted brought clarified coached coordinated counseled dealt demonstrated diagnosed educated encouraged enlisted expedited facilitated familiarized guided helped interviewed judged listened maintained mediated modified performed provided reasoned recommended recruited referred rehabilitated related represented resolved restored selected shared supported tended treated upheld	adapted advised clarified coached communicated conducted coordinated defined delivered developed enabled encouraged evaluated explained facilitated guided illustrated informed initiated instructed learned lectured memorized modeled performed persuaded played presented produced published set goals showed stimulated taught trained tutored updated verbalized	analyzed assembled built calculated computed constructed designed devised diagnosed displayed engineered fabricated implemented innovated inspected installed integrated interpreted maintained monitored operated organized overhauled planned processed programmed remodeled repaired reported retrieved solved systematized tested troubleshoot upgraded wired	acted applied composed conceived conceptualized created designed developed directed drew established evaluated fashioned formed formulated founded illustrated imagined improvised initiated innovated integrated introduced invented made manipulated molded originated painted perceived performed photographed planned presented produced refined sensed sketched symbolized updated wrote	clarified collected critiqued detected diagnosed discovered disproved dissected evaluated examined experimented extracted identified interpreted interviewed investigated learned observed obtained organized perceived questioned reported researched reviewed searched studied summarized surveyed systematized tested wrote

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Two-Minute Resume

Life History: Pre-Work

Before moving to Texas, I lived on both coasts. Childhood in Atlanta. Teen years in Southern California. When I moved in '65, computer companies in Dallas were booming. I wanted to be part of all that so I entered SMU and paid my own way. I graduated with honors earning a Bachelor of Science degree in Systems Engineering.

Life History: Past-Work

While in school, I worked as a consultant with UCC. I enjoyed the service dimension. Yet, I recognized the need to balance my technical skills with a better business background. I returned to SMU and got an MBA. When I graduated as class president, the Dean of the Business School asked me to create a computer resource center. Its purpose was to provide systems and services to the school. In four years as Director, the school grew from a small player to the university's dominant computer user. During that time, I began consulting with local companies. One of them introduced me to the head of Arthur Andersen's consulting practice. That was 1976.

Life History: Present-Work

When I joined, there were three partners and 35 consultants. When I resigned, I was one of 21 partners with over 400 consultants. My work began by serving small businesses across a variety of industries. Then, the partner-in-charge asked me to build an industry-specific practice. In less than 10 years, that practice achieved substantial growth. It grew from a single office billing less than \$100,000 to an \$8 million multi-office operation. During that time, I lead over 100 projects that solved all types of problems -- financial, operational and strategic -- in every imaginable business setting.

Today, Andersen Consulting is becoming one of *the* preeminent systems integrators. If they simply maintain their momentum, they will be a major player in a highly competitive market.

Transitional Statement

My strengths are more in building than in maintaining. Choosing to leave Andersen creates the opportunity for me to build a business from the beginning again, to be closer to my clients and to do what I do best.

Focal Point

I'm seeking a start-up business venture in the professional service industry.

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Two-Minute Resume

Life History: Pre-Work

I grew up on a small farm in central Texas. It was there where I learned the value of hard work and treating people right. School was fun competing in football, band, and academics. I graduated with honors from the University of North Texas earning a degree in math.

Life History: Past-Work

I spent approximately 15 years working for a series of software manufacturers and systems integrators in healthcare. I managed over 30 major system implementations from transaction systems to decision support with cost accounting. My role as installation manager to national consultant was working with the client to integrate new technology. These responsibilities ranged from individual consultant to managing a staff of over 20 people. The projects varied from a few thousand dollars to those exceeding \$100 million. During this time I worked for EDS, HBO, Perot Systems, and Coopers & Lybrand consulting.

Life History: Present-Work

This work prepared me for leading the I/S activities for a company. I accepted the position with Cromwell Publications as the I/S manager. The initial focus was on stabilizing system operations. System availability increased from 50% to 99%. System enhancements doubled the number of people on the network. We upgraded all software and developed specifications for new systems. We made significant improvements in reducing shipping costs and decreasing the back office staff by 25%. We installed new accounting and on-line inventory systems.

My primary role at Cromwell included getting things running smoothly, keeping them running, and recruiting and training staff. I accomplished this over the two years there.

Transitional Statement

Cromwell is now moving on toward custom-developed software. I am looking for a situation that will use my background with packaged software solutions.

Focal Point

This experience has prepared me well to lead the I/S functions with a small to medium-sized service company. I enjoy seeing people's lives and a company's productivity improved by automation.

Connie Logical

3310 Leahy Drive
Dallas, Texas 75229

logicalcr@hotmail.com

214-999-1514 B
214-555-1212 H

FINANCIAL & PLANNING MANAGEMENT

Operations oriented. Experience in diverse industries for major corporations, ranging from start-up ventures to mature organizations undergoing significant changes. Proven performance in identifying operating issues and business options, translating them into financial implications.

EXPERIENCE

IMAGINEERING SYSTEMS CORPORATIONS, Dallas, Texas

2001 - Present

Executive Vice President and Chief Financial Officer

Founding principal and board member for start-up aviation services and flight training company. Raised initial venture funding of \$2.5 million. Established accounting and administrative systems for complex domestic and international government and commercial initiatives.

- Negotiated teaming agreements with General Electric, Bell Helicopter, Grumman Aircraft, Beech Aerospace, and other major corporations to leverage Company's innovative ideas.
- Marketed proprietary "PathFinder" value-added modification to Bell JetRanger helicopter. Targeted both \$1 billion Army training contract and significant commercial niche.
- Structured joint venture company with Butler Aviation and coordinated bid on \$120 million Army training services contract.
- Achieved multiple agreements with Learjet Corporation for purchase of Tucson Airport manufacturing site, for development of aircraft training center and aviation services hub.

THE SINGER COMPANY, SimuFlite Training International Division, Dallas, Texas

1997 - 2001

Vice President and Controller

Directed accounting, financial reporting, tax, treasury, audit, insurance, contracts administration, bid and proposal, legal, business planning, and corporate development activities for new division, which grew to annual revenues of \$65 million with 1,100 employees worldwide.

- Managed \$200 million cost proposal for 12-year USAF C-130 Aircrew Training contract as initial entry into military training market. Represented Division's key growth initiative, which spearheaded emergence of Singer's Training Systems Group.
- Negotiated \$24 million 12-year service contract with Continental Airlines to successfully enter commercial airline training market. Generated \$8 million contract for another Singer division.
- Wrote majority of Shearson Lehman prospectus as part of \$550 million divestiture of Singer's Training Systems Group. Directed separation of division's contracts, financial records, accounting systems, and personnel for smooth transition to new corporate parent.
- Implemented \$120 million leveraged lease financing of key assets, using tax-exempt industrial development bonds. Arbitrated bond funds to create incremental return prior to actual use.
- Devised pricing strategy to compete against firmly entrenched monopoly supplier. Negotiated special pricing packages for key customers. Led to 25% market share.

THE EL PASO COMPANY, Houston, Texas 1993 - 1997

Director, Forecasting - Corporate Planning and Controller's Group

Directed preparation of Board reports, subsidiary and consolidated financial forecasts for operations performance measurement, strategic planning, capital budgeting, cash planning, tax planning, financial planning, and financing brochures for new debt issues totaling \$1.5 billion.

- Evaluated strategies for discontinuing Liquefied Natural Gas business, leading to financial restructuring and \$365 million write-down of assets. Supported successful sale of LNG assets.

AMERICAN CAN COMPANY, Greenwich, Connecticut 1990 - 1993

Manager, Operational Analysis - Corporate Controller's Department

Directed review of business unit plans / budgets and financial performance and assisted with financial and operational due diligence reviews for domestic and foreign acquisitions.

Manager, Forecasting Services - Business Planning Department

Organized forecasting process and procedures for business units, developed short-term statistical and long-term econometric industry and company sales models for corporate planning.

GTE CORPORATION, GTE Service Corporation, Stamford, Connecticut 1987 - 1990

Forecasting and Pricing Manager - Marketing Department

Coordinated forecasting and pricing techniques and procedures for the 17 telephone operating companies comprising the GTE System.

- Created the national marketing plan for the Mickey Mouse Phone.

Economic Planning Manager - General Telephone Company of the Southwest

Managed preparation of service and product forecasts as primary inputs to manpower, expense, and capital budgets. Established marketing services organization to address new competitive issues.

SOUTHERN METHODIST UNIVERSITY, Dallas, Texas 1984 - 1987

Assistant Professor - Department of Economics

EDUCATION

MASSACHUSETTS INSTITUTE OF TECHNOLOGY 1984

Completed all Ph.D. requirements in Economics (except thesis)
Woodrow Wilson Fellowship, Department of Labor Dissertation Grant

UNIVERSITY OF MICHIGAN 1980

B.S. Mathematics with "Highest Distinction"
Lockheed Leadership Fellowship; Phi Beta Kappa; Phi Kappa Phi

Richard Logue, PMP

618 Sotogrande Drive
Garland, Texas 75044

richardlogue@comcast.net

(972) 496-1120 H
(214) 335-3421 C

IT PROJECT MANAGER

Seasoned, results-oriented project manager with formal project training and PMP certification. Broad background in full life cycle new product development, product marketing and operations. Experienced with on-time, on-budget project management.

EXPERIENCE

Blue Cross Blue Shield of Texas, Richardson, Texas

Our mission since our founding more than 70 years ago has been to provide financially sound health care coverage to as many Texans as possible. Blue Cross and Blue Shield of Texas knows health care coverage in Texas; we invented it.

IT Project Manager 2006 - 2008

- Planned and executed implementation of Medicare Advantage PPO provider contracting and broker commission interface.
- Managed and drove the corporate wide web based Online Org Chart vendor selection and software implementation.
- Facilitated implementation of HR Call Center IVR and PCS system.
- Scheduled, budgeted, and executed implementation of QuickSilver document management and conversion system software, completing on-time and under budget.
- Planned and implemented UT Academic Network HMO resulting in 45K new members.

Advanced Analog M-3, Garland, Texas

Advanced Analog is the world's leading supplier of hybrid DC-DC converters for aerospace, military and highly ruggedized industrial applications. AA is an International Rectifier Company.

Product Engineer – Consultant 2004 - 2006

- Generated Spice Analysis of various hybrid power converter circuits for the GPSII Satellite system.
- Developed and delivered detailed analysis documentation package for power converter modules.
- Performed module level analysis using RelCalc reliability prediction software for MTBF calculations per MIL-HDBK 217.
- Generated source control drawings for selected components used in the hybrid modules.

Texas Instruments, Dallas, Texas

World leader in digital signal processing and analog technologies, the semiconductor engines of the Internet age.

Operations Manager 1999 - 2004

- Maintained \$40m operating budget for two product marketing departments with 235 people.
- Generated monthly management reports of sales, billings, profitability, quarterly overhead forecast updates and activity analysis.
- Managed capital expenditures, space utilization, lab test equipment, IT requirements, and new employee on-boarding for the entire organization.
- Managed computer hardware and software purchasing, deployment and support operations, support technicians.

Richard Logue

Page 2

Texas Instruments, Dallas, Texas

World leader in digital signal processing and analog technologies, the semiconductor engines of the Internet age.

Program Manager – Automotive Products 1986 - 1999

- Established relationships and grew automotive business from less than \$1m to \$36m per year.
- Won major custom design programs at GM, Ford, Chrysler and subcontractor accounts.
- Managed full life cycle design wins from initial specification through qualification for all catalog and custom automotive programs.
- Prepared quotes, ROI analysis, negotiated annual purchase agreements, and hosted monthly program status reviews. Presented monthly management reports of sales, billings, book-to-bill, profitability and milestones. Supervised six product marketing engineers.

Applications Engineer 1983 - 1986

- Supplied technical support for customer inquiries, wrote application reports for new products.
- Supported field sales engineers with on site customer visits, literature requests and samples.
- Evaluated customer's circuits and offered solutions to design problems and supervised three applications technicians.
- Participated in numerous trade shows and presented the annual "Looking at Linear" fourteen-week seminar tour in major cities across America.

Rockwell Collins, Government Telecommunications Systems Division, Richardson, Texas.

Rockwell Collins as a leader in the design, production, and support of communication and aviation electronics

Communications Systems Engineer, 1981 - 1983

- Generated interface documentation package for LVTC7A1 communications program.
- Key contributor in the build and test of 27 packet radios for ARPA.
- Performed radio unit modules and systems test, and developed a documentation package.
- DoD Secret security clearance with Crypto.

EDUCATION

Oklahoma State University, Stillwater, Oklahoma

B.S., Electrical Engineering Technology

1980

Project Management Professional, PMP Certification

2005

Completed HIPAA Compliance Training

ASSOCIATIONS

Member, Project Management Institute – Dallas Chapter

Member, Microsoft Project Users Group, MPUG – Dallas Chapter

Member, Saturn Road Church of Christ

COMPUTER SKILLS

Microsoft Office Suite, MS Project, MS Visio, MS FrontPage

SCOTT FOSTER

2920 Maple Court
Carrollton, Texas 75007

(972) 446-9118

scott_t_foster@hotmail.com

PROJECT MANAGER

Unique combination of Design and Construction Management, General Contracting and Facilities Engineering experience. Resourceful, analytical and detailed. Ability to create strategies and processes that enhance deliverables and provide cost savings. Motivated and determined.

- ◆ Total Project Management
- ◆ Client Relations
- ◆ Effective Communications
- ◆ Planning and Organization
- ◆ Meeting Facilitation
- ◆ Team Building

PROFESSIONAL EXPERIENCE

PHILLIPS / MAY CORPORATION, Dallas, Texas

2005 - 2008

Winner of Dallas 100 Award for fastest growing Hispanic owned minority business. General Contractor with \$34 million annual revenue

Project Manager

Managed office operation and activities of 9 employees. Provided construction management services for negotiated-fee program delivering new construction and renovations. Prepared preliminary cost estimates. Bid packages and solicitation. Qualified final selection of subcontractors. Client proposals.

- ◆ Team member delivering construction projects in excess of \$15 million annually.
- ◆ Directed team performing \$8 million infrastructure installation for commercial business park, including site utilities, roadways and landscaping.
- ◆ Managed \$1 million construction of ground up maintenance facility, building and interior finish out.
- ◆ Developed and implemented streamlined billing, contracting and subcontractor database management processes resulting in operational efficiencies.

BECK GROUP, Dallas, Texas

2003 - 2005

Innovative, leading edge General Contractor. One of Dallas' top-based firms with national presence, delivering over \$500 million annually.

Project Manager

Managed total services for design-build program. Delivered office space and telephone switch central offices in several locations across the United States. Coordinated design development and review with client groups and design consultant. Provided contractor selection and construction oversight.

- ◆ Team member of \$71 million program that delivered 20 sales and 24 switch sites in 18 months.
- ◆ Set up partnerships to supply bulk equipment prepurchase. Saved over \$750,000. Substantially reduced delivery time on long lead items.
- ◆ Developed and implemented fully integrated testing and commissioning procedures to turn up and deliver the working site.

Mechanical - Electrical Coordinator

Provided construction management services for mechanical and electrical infrastructure upgrades in existing, on-line telephone switch central offices. Provided design review, bid solicitation and contract awards. Coordinated on-site work. Conducted construction progress meetings with client groups.

- ◆ Managed demolition, installation, startup and shutdown of existing, temporary and new mechanical and electrical equipment.
- ◆ Coordinated installation of building automation systems, emergency generators and UPS systems.
- ◆ Projects included complete cooling tower, chiller, pumps, piping and controls replacements and upgrades. Electrical switchgear and generator additions and upgrades. Entire incoming electrical service entrance voltage changes.

GTE CORPORATE REAL ESTATE, Irving, Texas**2002 - 2003**

Largest non-Bell telecom provider of local, long distance and cellular, serving residential, Fortune 500 and International customers.

Senior Project Manager

Provided Project Management services of major new corporate facilities. Conducted all aspects of project: client interface, program management, design and construction management. Skilled in functional requirements and the design and construction of critical operations facilities.

- ◆ Team member on 250,000 sq.ft. \$28 million service center. Full UPS and generator backup.
- ◆ Managed Design and Construction of 55,000 sq.ft. \$15 million data center at existing live site.
- ◆ Managed design of \$8 million corporate aircraft hangar.

MCI TELECOMMUNICATIONS Richardson, Texas**2000 - 2002**

Premier provider of national and international voice, data and internet services. First truly global communications company. \$42 billion sales.

Project Engineer

Provided design and construction services for major new construction and expansions of technical telecommunication facilities. Coordinated activities of design architects, engineering consultants and in-house personnel. Directed contractor selection and bidding procedures.

- ◆ Led design-build team on \$5.5 million, 2nd story addition at a major, on-line switch facility.
- ◆ Managed design and construction of \$1 million voice and data junction expansion.
- ◆ Experienced in emergency generator, UPS and DC power systems. Maximum uptime and redundancy requirements for mechanical and electrical systems.

MOBIL OIL CORPORATION Dallas, Texas**1988 - 2000**

Leading major oil producer. 4th largest oil company in the world with operations in over 100 countries. Revenue over \$100 billion annually.

Project Manager

Provided Project Management services for capital projects for owner and tenants of corporate office and research laboratory facilities. Supported in excess of one million square feet, 3000 employees. Assisted Facility Manager with performance of daily building operations and maintenance.

- ◆ Managed \$5 million installation of electron microscopes, gas chromatograph / mass spectrometers.
- ◆ Led design and construction team on \$3.8 million cafeteria renovation.
- ◆ Provided design and construction services for laboratory remodels, building additions and mechanical equipment upgrades and modifications.

EDUCATION**UNIVERSITY OF TEXAS AT ARLINGTON Arlington, Texas****1988****Bachelor of Science - Mechanical Engineering****PROFESSIONAL DEVELOPMENT**

- ◆ OSHA 10 and 40-hour safety course
- ◆ Job Hazard Analysis training
- ◆ First Aid and CPR Certified
- ◆ OSHA Accident Reporting and Records Keeping

ASSOCIATIONS

- ◆ Member - American Society of Mechanical Engineers
- ◆ Member - Building Committee, Cochran Chapel Methodist Church

STEPHANIE L. TRIMBLE

2300 Kathryn Lane, #3213
Plano, Texas 75025

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Stephanie.Trimble@hotmail.com

FINANCIAL ANALYST / BUSINESS DEVELOPMENT

Driven and tenacious innovator. Eight years experience in the financial services and mortgage industry. Self starter with passion for numbers. Enjoys learning new systems. Motivated by challenges and multiple tasks. High integrity. Develops and finds new and innovative approaches.

PROFESSIONAL EXPERIENCE

StimPlus, Allen, Texas 2006-Present
Exponentially growing startup medical supply distributor targeting Chiropractors and Physical Therapist.

Portfolio Manager

- Develop key marketing catalogs, marketing tools, and other resources
- Evaluate current processes to advance the company in its target market
- Increase productivity of individual sales agents by 28% utilizing training and evaluation of processes
- Build a customer lead client base of 450 by using Telemagic and Microsoft Excel

Senior Solutions / Bankers Life & Casualty, Richardson, Texas 2005-2006
Marketing division for multiple Insurance and Financial Institutions focusing on the Senior Market.

Senior Market Specialist, Group 1 Texas License

- Developed and maintained over 75 client relationships
- Worked to fulfill financial, immediate and long term health care, and insurance needs
- Provided full insurance solution to senior clients to meet needs

CSI Residential Lending, Hurst, Texas 2005-2005
Marketing for mortgage broker for new and refinanced residential dwellings.

Loan Originator

- Developed client pool of prospecting for leads through personal contact, networking, and marketing
- Effectively communicated through personal interviews and phone screening
- Worked with clients, lenders, realtors, and processors to maintain flow of loan files

Countrywide Home Loans, Plano, Texas 2003-2005
Growth-oriented financial services organization with operations on an increasingly global scale.

Vendor Management Coordinator / Senior Team Leader

- Managed and maintained multiple projects between the Customer Service Department and other departments
- Communicated, researched, and resolved problems and conflicts found by peers and higher levels of management
- Delegated and managed various projects to completion, involving various departments across the states

Team Leader

- Managed 13 direct employees in intense call center environment
- Made self available to 400 other indirect employees while completing 7 weekly reports
- Increased team productivity by obtaining required statistical measurements by 75%
- Mentored Resolution Management in preparation for promotion with 80% success rate

Countrywide Home Loans, (continued)**Customer Service Representative**

- Exceeded monthly job specifications and statistics by 50% by maximizing call time and resolved customer issues
- Trained and developed new employees utilizing on the job training techniques
- Processed inbound calls and resolved numerous issues involving tax, insurance, escrow, payments, and loan documents

The University of Texas at Dallas, Richardson, Texas

2002-2003

*A global educational organization presenting innovative and new ways to executive business management.***Administrative Assistant II**

- Created invoices for student enrollment and tuition utilizing Quick Books
- Managed, maintained, and organized student files
- Calculated and collected tuition amounts due

Community Credit Union

1997-2002

*(Now known as ViewPoint Bank) Leading Credit Union for technological and product innovation in the market.***Teller Supervisor, Richardson, Texas**

- Supervised 25 employees both local and remote locations
- Performed salary appraisals, performance reviews, employee schedules, and monitored job functions
- Developed and implemented employee incentive plan
- Developed electronic employee evaluation tool for all credit union positions

Senior Teller, Plano, Texas

- Managed and compiled daily, weekly, monthly reports
- Supervised regulatory and compliance training and adherence
- Monitored cash vault with limits up to \$1 million

Teller, Richardson, Texas

- Maintained a “Customer First” work ethic while handling large amounts of cash
- Processed deposits, withdrawals, and other commercial transactions
- Balanced teller drawer consistently and helped other tellers research their errors

PROFESSIONAL ACTIVITIES / HONORS

- Awarded the “Top Funder” for Bonus Program, Countrywide Home Loans
- Monthly and Quarterly Awards for Exemplary Employee, Countrywide Home Loans
- Employee of the Month, Community Credit Union
- Deans List, The University of North Texas
- Director of Member Development, Alpha Phi Fraternity, The University of North Texas

EDUCATION**The University of North Texas, Denton, Texas**

2004

Bachelors of Business Administration, Economics

TREY BYARS

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CLIENT EXECUTIVE

Proven sales and operations leader in the consumer goods and retail industries. Consistently thrives on and exceeds sales quotas. Performs needs verifications with top executives and effectively positions compelling value-based solutions. Eagerly leads team efforts in rapidly changing environments.

EXPERIENCE

The viaLink Company - Dallas, Texas

2006 - 2008

Start-up company that decreases carrying cost of retail inventory and accelerates accurate supplier payment.

Regional Sales Manager

Delivered profitable business in top consumer packaged goods (CPG) and retail companies. Sold novel vendor managed inventory (VMI) solution for better commerce. Controlled all aspects of the customer relationship including: initial contact, negotiation, implementation, deployment, and future opportunities.

- Sold company's largest contract to Army and Air Force Exchange Services (AAFES). Guaranteed a multi-year revenue stream. Expanded company footprint into government vertical -- a new and untapped \$60B market.
- Penetrated SuperValu, one of the nation's largest food wholesalers. Closed sale with their most profitable retail division, Shop 'n Save. Demonstrated recurring returns on investment at Shop 'n Save. Expanded viaLink relationship into three additional SuperValu retail divisions.
- Managed or participated on retailer teams to recruit suppliers for: ExxonMobil, Farm Fresh, Kmart, Meijer, Nash Finch, Safeway, Schnuck's, Sunoco, Target and Winn-Dixie.
- Contracted name brand manufacturing and distribution companies with various supply chain products: Borden Dairy, Carl Buddig, Maple Hurst Bakeries, Pepsi Bottling Group, Ross Swiss Dairies, and Zapp's Potato Chips.
- Built and maintained strong sales pipeline and exceeded quota by 20%.

i2 Technologies - Dallas, Texas

2005 - 2008

\$1 billion provider of supply chain management solutions that optimize supply and demand activities.

Business Development Representative

Opened dialogue with C-level executives in Fortune 500 companies. Discussed current business initiatives, and identified opportunities for supply chain efficiency improvements. Initiated sales cycles that led to \$3M in closed business-- 33% of total business for the CPG vertical.

- Initiated procurement solution sale with Kraft Foods to improve sourcing decisions and reduce maverick buying. Designed to gain strategic and financial advantages over competition.
- Educated Smithfield Packing decision makers to the quantifiable benefits with proper asset utilization. Reduced the sales cycle time for a transportation solution from eight *months* to six *weeks*.
- Exceeded performance goals.

TREY BYARS

PAGE TWO

Pepsi-Cola Company

1995 - 2005

One of the world's largest beverage companies with revenues of \$9.2 billion and 65,000 employees.

Territory Sales Manager - Mesquite, Texas

Territory Development Manager - Albuquerque, New Mexico

Management and Sales Positions - Northern New Mexico

- Managed and directed sales and delivery department that consisted of Productivity Managers, Account Managers, and Delivery Drivers. Generated \$18 million in revenue and sold 2.1 million cases. Exceeded revenue quota by 10% and volume quota by 6%.
- Elevated individual abilities and skill levels in a department of 45. Utilized field training, performance documentation, score-boarding successes, and implemented accountability standards. Reduced targeted operational costs by 10% annually.
- Targeted business growth one-on-one with team performers. Identified route and store specific opportunities that exceeded territory goals. Executed all national and local initiatives. Improved route sales effectiveness through enhanced communication of promotional activities.
- Built annual operating plan. Forecasted sales and expenses. Performed strategic accounts planning. Maintained key account relationships. Supervised warehouse and distribution operations. Redesigned sales territories to maximize fixed assets and ensure proper service frequencies.
- Awarded the Best of the Best for most profitable Business Unit Worldwide. Exceeded volume and revenue plans while controlling costs.

EDUCATION

Texas Tech University - Lubbock, Texas

1994

Bachelor of Science, Biology

AFFILIATIONS/ASSOCIATIONS

Toastmasters International

2008

Council of Logistics Management

2008

Cystic Fibrosis Foundation

2000-2008

Bill Melater

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FINANCIAL BUSINESS MANAGEMENT

Progressive leader with 24 years of people-valued experience with leading companies in diverse environments. Driven by challenges. Envisioner and organizer of practical solutions for creating profitable, new directions and solving complex problems. Proven performance in:

- General Management
- Real Estate Finance
- Sales and Marketing

ACHIEVEMENTS

- **TACKLES COMPLEXITY:** Conceived and organized Quick Response Due Diligence Team approach to real estate equity purchases. Realizes over a *50% time savings* by up front deployment of diversely talented professionals who simultaneously evaluate every aspect of the transaction.
- **PROGRESSIVE CHANGE AGENT:** Persuaded senior management to alter established field office organizational strategy in favor of broader geographical diversification resulting in positive new market visibility and *\$325 million* in new business.
- **LEADER/PIONEER:** Launched and successfully piloted a new mortgage banking business through four years of operations, in an unfamiliar market plagued by severe economic conditions and unpredictable money sources.
- **ACHIEVES RESULTS:** Produced and directed production of over 500 investments across the U.S. totaling *over \$3 billion*; properties encompassed industrial, multi-family, office, retail with wide variety of specialty properties; ranging in order-of-magnitude from \$100,000 to *over \$150 million*.
- **EMPOWERING COACH:** Fashioned confident, highly productive management team from dysfunctional and despondent group of individuals by creating a vision they could trust and empowering each to reach full potential. Results: *350% growth in new business over 5 years*.

EXPERIENCE

BEST AMERICAN LIFE INSURANCE COMPANY 2003-Present
Top 1% of all U.S. based life insurance companies based on policies in force.

District Manager, Dallas, Texas

Director of Investment Real Estate, St. Louis, Missouri

Director of Eastern Region Field Operations, St. Louis, Missouri

Envisioning, designing, directing new business development; directing and coordinating business activities of eight field offices; overseeing staff consolidation for maximum productivity.

THE TRAVELING COMPANIES, Oakbluff, Illinois 2001-2003
Ranked 4th among the leading multi-line U.S. based insurance companies.

Director of Urban Investments, Midwest Region

Directed and coordinated *over \$1.5 billion* in new mortgage production from six field offices; recruited and developed new talent for field office production assignments.

Bill Melater**Page 2**

MORTY GAGE COMPANY OF COLORADO, Denver, Colorado 1997-2001
Colorado affiliate of 64 year-old California Mortgage Banking firm.

Executive Vice President/Stockholder

Entrepreneur and manager of this new mortgage banking firm during its formative years; company now in its 11th year and one of only 3 active in the Denver market.

RATIONAL AMERICAN LIFE INSURANCE, Galveston, Texas 1988-1996
Rated with the highest asset to liability ratio of the 75 largest U.S. based life insurance companies.

Vice President, Mortgage Loan Production**Assistant Vice President****Regional Manager****Senior Analyst**

Orchestrated the most productive years in department history; leadership responsibilities included a six member team, Vice Chairman of Mortgage and Real Estate Committee, member of both Finance Committee and Board of Directors for real estate subsidiary.

TENNESSEE EXECUTIVE LIFE INSURANCE COMPANY, Houston, Texas 1985-1988
Affiliate company of Tennex, Inc. which later became part of Tennex Financial.

Manager - Mortgage Loan Administration

Coordinated all residential and commercial mortgage loan servicing and administration.

FOLEY'S (FEDERATED DEPARTMENT STORES), Houston, Texas 1983-1984
Major Texas based department store chain.

Assistant Buyer - Home Improvements

Handled merchandise purchasing/distribution, sales staff and home improvement store displays.

PROFESSIONAL DESIGNATION

Member, Appraisal Institute 2000

EDUCATION

NORTHWESTERN UNIVERSITY, School of Mortgage Banking, Evanston, Illinois 198
Graduate, Mortgage Bankers Association of America

TEXAS CHRISTIAN UNIVERSITY, Ft. Worth, Texas 1983
Bachelor of Business Administration

ASSOCIATIONS

Member, Texas Mortgage Bankers Association

Affiliate Member, Dallas Board of Realtors

Member, Prestonwood Baptist Church

Bob Williaford

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Dallas, Texas 75234

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Cell: 214-755-6858

CHIEF OPERATING OFFICER *Results-Oriented Servant Leader*

Senior executive with over 20 years of experience managing cyclical periods of alternating growth and down cycles. Full P&L responsibility. Appreciated for revenue expansion from product development, and successfully completing operational turnarounds.

- ◆ **Results and goal-oriented.** Corporate management and team-building abilities to plan objectives, tactically steer through tough periods. Proven track record to develop and motivate staff; also to create business models to meet strategic goals.
- ◆ **Bulldog tenacity.** Incredibly persistent in follow up and follow through. Proven ability to lead organizations through turnaround, critical startup and growth strategies.
- ◆ **Entrepreneurial with sales focus.** Successfully led small to medium-size companies, sometimes from company purchase through growth and sale of the company. Recognized with the given-only-once “Best Friend of the Sales Department” award.
- ◆ **Extremely resourceful.** Grew call center volume and revenue ten-fold in a 24-month period. Maintained target gross profit margins and financed expansion through existing cash flow.
- ◆ **Presentation quality.** Excellent interpersonal communications for sales presentations, writing skills and client relationship management.

PROFESSIONAL EXPERIENCE

THE CMI GROUP

Carrollton, Texas

1998 to 2008

Largest accounts receivable management outsource partner in the U.S. cable TV industry

Executive Vice President / Chief Operating Officer

Promoted to correct a failed major computer system conversion that shut down two business units. Two largest clients left, revenue had dropped 25% as stepped into crisis. Restored operations quickly, including safeguards to client base. Successfully improved employee morale.

Directed company operations including: Information Technology, Product Quality, Client Relations and Retention, Call Center Operations and Collections. Ninety three percent of company employees reported in to position.

- Co-designed and introduced *Total Solutions*. This customer retention and collections call center / direct mail program was key to continued growth.
- Migrated *Empower* scoring product from POS to back-end scoring and segmenting. This identified accounts in early delinquency; established competitive advantage.
- Created and directed a corporate task force to improve operational excellence. Oversaw Vital Factor Management Team and IT Steering Council.

Key Clients:

Comcast • AT&T • Direct TV/Primestar • Verizon • TV Guide

Executive Vice President, Project Management / Business Development

Pioneered entry into new and non-traditional markets while positioning company for continued revenue growth. Managed internal project teams and oversaw all major client joint initiatives.

- Interfaced automated call center scripting software to interact with client billing systems. Enabled posting of client payments with 15% fewer errors and 12% greater efficiency than client provided internally.
- Created cost-benefit financial payback models from clients' perspectives. Consultatively provided measurable ROI analysis to client partners prior to major program implementation.
- Directed first entry into alarm monitoring industry. Offered a suite of products boosting company revenues by 8% per year.

Key Clients:

Comcast Cable • Home Box Office • Starz Encore • Monitronics International

Executive Vice President, Product Development, The CMI Group and subsidiary President, Cable & Telecommunications Credit Association

Positioned company as product leader within defined market space. Reviewed new product concepts, business plans, launch initiatives; oversaw product development and rollouts.

- Chief architect of **Empower**, a leading edge credit scoring software designed for the cable television industry. Added 7% new revenue for total parent company.
- Introduced **NetVision**, a first to market, client accessible web based product. Enabled clients to perform account status inquiries and updates. Realized annual cost savings for CMI of \$175,000 by eliminating paper reports and customer service personnel.

Key Clients:

AOL Time Warner • Ameritech • Paragon Communications

SIGN UP INC.**1991-1997**

Creators of corporate graphics and branding programs; signage manufacturer

President

Acquired assets of a failing company, overhauled value proposition, and directed the turnaround. Restructured the financial reporting system. Implemented a strategic plan that brought the company to sustained profitability in two years. Sold company; facilitated ownership transition.

TRADEMAKER INTERNATIONAL, INC.**1994-1997**

Provider of real-time quotations and global trading of petroleum commodities

Investor / Consultant

Co-founded company providing database software and networking services for real-time commodity trading in the petroleum industry. Board of Directors; product development.

EDUCATION SUMMARY

Bachelor of Business Administration, University of Texas, Austin, Texas, 1984
 Caruth Institute of Owner-Managed Business, Southern Methodist University, Dallas, Texas
 Edwin L. Cox School of Business Graduate Program for Equity Principals, 1991

PERSONAL AND PROFESSIONAL

CEO Netweavers Dallas • North Texas Tres Dias, Board of Directors • Kairos Prison Volunteer
 United Methodist Church of the Disciple, Leadership Council Chairman

Buck Finder

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Plano, Texas 75025

buckfinder@netzero.net

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214-999-9094 H

MEDICAL SALES EXECUTIVE

Proactive leader dedicated to transforming territories to profitability. Proven performance in marketing equipment / services to various health entities including hospitals, physician groups, insurance networks. More than 15 years in identifying and providing specialty product solutions to the Healthcare Industry.

ACHIEVEMENTS

- **RESULTS GENERATOR:** Developed and implemented system sells techniques for Western and Southwestern regions resulting in 33 units sold totaling over \$5 million. Exceeded 100% to quota 28 times. Achieved \$1+ million in net sales six times. *Highest annual net growth* performance twice.
- **MASTER PROSPECTOR:** Generated over 3,000 sales opportunities and 750 high quality prospects -- all within the first six months of new territorial assignment. Results: *Over \$1.5 million in sales* with the highest profit margin during first year with new company.
- **LEADER/PIONEER:** Launched and successfully conducted a trade-in policy yielding over \$4 million in new revenue. Envisioned and identified new product opportunities that successfully generated \$20 million. Promoted transferable technologies to new markets creating \$750,000 in additional business.
- **CREATIVE SELLING POWER:** Consultative marketing style using conceptual sales expertise. High focus on needs assessment and buyers' values. Results: *More than \$14 million sold* during professional career to a network of satisfied health care customers and clients.
- **TURNAROUND SPECIALIST:** Conceived and organized a quick response approach that continually transforms territories to profitability. Up front deployment of energetic salesmanship with average growth increases of 200%. Used in abandoned region to create *\$3.4 million in sales* in two years.

EXPERIENCE

Consumer Health Services, Inc., Dallas, Texas 2008 - 2008
Largest national healthcare teleservice and information source for consumers with \$30 million in revenues.

Executive Account Manager

- Conducted all new sales efforts to provide innovative solutions to support the managed care efforts and strategic objectives of hospitals, large physician groups, insurance companies and major employers. Developed home health beta-site and re-engineered physician focus.

Candela Laser Corporation 2004 - 2008
Elite manufacturer of pulsed dye and solid state lasers using principles of selective photothermolysis.

Regional Sales Executive, Dallas, Texas
Area Sales Executive, Denver, Colorado
Territory Sales Executive, Denver, Colorado

- Directed all areas of business expansion in 12 states with an entrepreneurial drive. Developed strong personal relationships at all levels within the healthcare enterprise especially with executive administration. Sold four largest sales in company history -- greater than \$2 million in one year.

Buck Finder

Equine Systems, Inc., Denver, Colorado 2001 - 2004
Ranked #1 in the production of orthopedic non-invasive healing devices to the equestrienne market.

Western Regional Sales Director

- Directed and coordinated over \$2 million annually in new sales. Developed long range strategic plans, introduced new products for development and facilitated weekly field operations. Created new market strategies and co-managed entire distributor-direct sales force.

Stryker Corporation, Denver, Colorado 1999 - 2001
\$100 million manufacturer of patient transport systems including surgical tables and electronic ICU beds.

**Western Region Sales Trainer
Sales Representative**

- Orchestrated the three most prolific years in a four state region. Leadership directives included salesmanship field training, product presentations at all regional and national hospital, physician and nursing conventions and initiation of new product development from field operations.

United Howmedica (division of Pfizer), Denver, Colorado 1995 - 1998
\$35 million manufacturer of ostomy, wound care and surgical products at hospital and retail levels.

Sales Representative

- Directed all sales efforts at hospital, physician and nursing levels. Initiated sales efforts of distributors in four state area. Conducted product and in-service training. Active participant in all physician and nursing professional associations. Lowest actual to quota ratio across all products: 173%.

Whittaker General Medical, Denver, Colorado 1992 - 1995
Second largest distributor of medical and surgical products with over \$150 million in nationwide sales.

Area Sales Representative

- Initiated sales efforts to hospitals, physicians and long-term care. Co-pioneered home healthcare retail center. Increased sales of orthopedics over 200%. Achieved over 100% to quota on medical and surgical tables and lab equipment.

EDUCATION

Carolina Christian University, Lenwood, North Carolina 1992
Bachelor of Art, Psychology

ASSOCIATIONS

- Member**, American College of Healthcare Executives
- Associate Member**, Dallas / Ft. Worth Hospital Council
- Associate Member**, Medical Group Management Association
- Past Coordinator**, Salvation Army for Rotary International (Aurora, Colorado)
- Volunteer Coordinator**, City Missions, Prestonwood Baptist Church

Dee Fence

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DIRECTOR / VICE PRESIDENT OF ENGINEERING

Innovator in information, database and networked systems. Proven track record in successful engineering, product development, and project management activities. Creative problem solver. Builder of productive organizations for small venture firms and large multi-divisional international corporations.

ACHIEVEMENTS

- **SUCCESSFUL:** Increased electronic and information systems business unit annual sales from \$7 million to \$40 million. Acquired \$350 million from domestic, Pacific Rim and European markets. Directed 20 multi-million dollar projects on-time, on-budget. Results: *\$4 million to annual corporate earnings.*
- **LEADER / PIONEER:** Key participant in gaining industry acceptance of filmless radiology, teleradiology and integrated information systems for healthcare providers. Managed early object-oriented software applications. *Reduced initial software development costs by 24% -- on-going annual savings of 8%.*
- **POINT MAN:** Obtained first U.S. Government approval to market defense related products to People's Republic of China (PRC). Established technical, business, and political infrastructure network to facilitate the direct marketing and sale of product. Resulted in 18 month competitive advantage.
- **TACKLES COMPLEXITY:** Developed and integrated concurrent multi-location software. Integrated 500,000 lines of existing and new code from one international and two domestic companies in four months. Results: reduced product development schedule that lead to a competitive *\$50 million contract win.*
- **TEAM MAKER:** Transformed ineffective engineering groups into a cohesive team recognized for setting industry standards. Created the team that built the only autonomous strategic business unit for a division of a Fortune 100 company.
- **INNOVATOR:** Directed the development of integrated radiological image and information networks. Network elements included diagnostic work stations, image archives, image filmers and image capture devices. Benefit: enables *20% reduction* in radiological healthcare costs over the next 5 years.

EXPERIENCE

InteRad, Fort Worth, Texas
First industry provider of integrated healthcare information systems

2006 - Present

Associate and Vice President of Engineering

- Created the complete methodology to vertically integrate enterprise or hospital-wide image and information management systems. Positioned firm to be an outsourcing alternative for system acquisition, installation, integration, test and on-site operational support for healthcare systems.

Kodak Health Imaging Systems (formerly Vortech Data, Inc.), Dallas, Texas
Pioneer of filmless radiology technologies

2003 - 2006

Director of Engineering

- Directed all product development and engineering activities. Provided hospitals, healthcare centers and large radiology practices with enhanced imagery and filmless diagnostic capabilities, image archiving and local/wide-area networking.

Dee Fence

Kodak Health Imaging Systems (continued)

- Invented network interfaces to film digitizers, CAT-Scans, MRI and other image acquisition devices. Directed staff of 65 professionals including development managers, staff scientists and project leaders. Products developed in UNIX, DOS and MAC software environments.

General Dynamics Corporation, Fort Worth, Texas 1990 - 2003
World-class developer of military aircraft and electronic systems

Engineering Manager

- Managed the division's Defense Systems and Mission Planning product area. Directed business acquisitions and product development with P&L responsibilities.
- Achieved \$60 million annual new business acquisition and annual sales of \$40 million to world-wide customer base. Directed operations of engineering and business acquisition staffs (175 professionals), 3 laboratories and an annual research budget of \$1.75 million.

The Boeing Company, Seattle, Washington 1984 - 1990
International leader of transport aircraft and electronic systems

Engineering Supervisor

Leadership roles in several large command and control programs including:

- Lead engineer for the definition and development of E-3A (AWACS) battle staff and man-machine interface software.
- Lead engineer for the systems engineering and architecture development of the NATO E-3
- Supervising engineer for the fire control and automated test equipment sub-system development for the U.S. Roland Tactical Missile System.

Univac Federal Systems Division, Morris Plains, New Jersey 1982 - 1984
Developer of information management systems

Senior Systems Analyst

- Key participant in the development of systems evaluation and software verification methodologies for the Safeguard anti-ballistic missile system.

Texas Instruments, Houston, Texas 1981 - 1982
Electronics Manufacturer

Application Programmer

- Technical contributor to the design and development of automated test equipment software.

EDUCATION

New York Institute of Technology, New York, New York 1980
Bachelor of Science, Computer Science

FRED CRAVEN

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Duncanville Texas 75137

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MARKETING, CUSTOMER RELATIONS

Creative, customer centric, and adept at handling various clients. Tenaciously hunts problems and seeks solutions. Excellent translator between development and end-users. Enjoys learning new systems, and creating new solutions. Experienced in web design and hosting, corporate branding, prepress layout, copy editing, and technical writing.

ACHIEVEMENTS

- **CREATIVE INNOVATOR:** Designed and implemented work tracking systems resulting in easier, more accurate, record keeping and accountability. Sought new tools, developed new techniques. Designed and implemented contact database to meet the needs of a vertical market, thus gaining accuracy and eliminating redundancy.
- **SOLUTION FINDER:** Trouble shooter, Created an easy-to-use Y2K update solution for Epson Hand held computers, which was universally implemented. Connected an iMac computer an Oracle Database when Macintosh was not supported.
- **FLEXIBLE / ADAPTABLE:** Quickly learn new products and solutions. Learned to use Microsoft Windows as well as company's software product in one week (I had only used Apple products at this point). Taught myself Quark, and pre-press technology to improve corporate newsletter.
- **EFFECTIVE COMMUNICATOR:** Enjoy public speaking. Customer trainer. Copy editor, and editorial writer for print and web. Utilize standards-compliant Web design. Extensive phone support experience. Smooth nerves, while speaking honestly. Often translated between programmers/development and end user.

EXPERIENCE

MARKETING CONSULTANT

Helping small businesses expand into the internet world

Involved with business consulting since leaving The Stravin Group, Inc. Services including : web design, building, and hosting. Corporate branding, copy editing, and technical writing. Also managed a homeschool organization. Customers included The Stravin Group / StravinSoft and Paolino Painting.

1999-2004

PRAIRIE TRAIL SOFTWARE, INC., Plano, Texas

A software and consulting company specializing in credit card terminal applications and solutions.

Director of Marketing Expanded the company's newsletters and website, and changed corporate branding. Addressed the needs of marketing within a vertical market. Chief editor of company newsletters, website designer. First Contact with new customers.

Customer Relations Developed custom contact list to meet needs of market place, Expanded contacts, eliminated redundancies, and returned mailings. Customer contact, providing translation between client and developer.

2000-2003

FRED CRAVEN

Page 2

EXPERIENCE—Continued

1999

THE STRAVIN GROUP, INC., Addison, Texas
A custom database solutions and consulting company.

Project Manager / Client Relations

Represented company to major vendors, such as UUNet, Seimens, and Oracle. Evaluated client databases. Translator between developers and clients. Logistical coordinator for office relocation. Handled difficult clients. Ombudsman for clients. Customer support.

1998-1999

CARDINAL TRACKING, INC., Flower Mound, Texas
Software development company specializing in Public Safety and Parking Solutions.

Lead Technician: Primary alpha and beta tester of new products. Directly responsible for product testing and troubleshooting Y2K product compliance. Worked with programmers.

Technical Services Analyst: Handled client's technical questions on the phone. Intermediary between development and end-user. Evaluated and repaired client's databases, or instruct client how to correct. Product trainer at user conference.

1994-1998

PAOLINO'S PAINTING AND FAUX FINISHES AND SELF EMPLOYMENT

After college employment worked directly under a master painter, as well as an independent contractor.

Fine home painter

Designed a work-tracking system for better accountability and cost control. Researched and implemented new technologies, tools, and techniques to save the customer money while increasing profitability. These changes are still in use today.

EDUCATION

Dallas Baptist University, Bachelor of Music, 1994

ASSOCIATIONS

The Dallas Opera, *Soloist and Chorister* 1990-Present
American Guild of Musical Artists, *Member* 2003-Present
Gondola Society of America, *Gondolier Member* 2002-2004
Dallas Opera Guild, *Volunteer* 1999-Present

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214-555-2075 H

OPERATIONS MANAGEMENT

Operations executive with over 15 years diverse experience ranging from electrical assembly to metal fabrication, from high volume to job shop, from computerized to manual systems. Decisive and innovative leader oriented toward solutions through people.

ACHIEVEMENTS

- **RESULTS ORIENTED:** Established a closed loop Material Requirements Program (MRP) that included all functions ranging from forecasting to shipment resulting in a reduction on inventory by 25% and direct labor by 20% while achieving *98% on-time delivery*.
- **CHANGE INITIATOR:** Conceived and organized the Manufacturing Engineering group that evaluated and improved production techniques which produced *savings of 30%* for direct labor and 20% on controllable expenses.
- **INNOVATIVE:** Created a custom developed forecasting model and MRP system which improved on-time shipments to 95% and *reduced inventory 30%*.
- **EFFECTIVE:** Demonstrated to top management the value of a standardization program which produced a *savings of 15%* in material cost.

EXPERIENCE

SIMPLE SYSTEMS, INC., Plano, Texas
(Division of SAVIT GROUP)

2005 - Present

The second largest manufacturer of commercial baking equipment with sales of \$30 million and 250 employees.

Vice President of Operations

Managed a group of 130 employees with responsibility for multiple product lines from order release to delivery including Manufacturing Engineering. Promoted to V.P. of Operations reporting to the President after an initial period in Special Projects/Operations Management.

CARBER GAMSCO, INC., Richardson, Texas
(Division of CARBER GARMENT TECHNOLOGY, INC.)

2002 - 2005

World's largest supplier of CAD/CAM equipment to the textile industry; major supplier to other industries including automotive and aerospace.

Manager of Manufacturing Operations

Managed all phases of plant operations including Material Control, Manufacturing Engineering and Quality Assurance. Implemented functional cost accounting procedures and time standards to measure efficiency. Supported \$40 million in sales with 98% on time delivery.

Materials Manager

Handled all Purchasing, Planning, Inventory Control, Shipping and Receiving. Directed a cost reduction program resulting in a savings of 15%. Implemented a closed loop MRP system.

Jess N. Tyme

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OFFTEC LANDING, INC., Oklahoma City, Oklahoma 1999 - 2002
Producer of high fidelity sound components for home, automobile, and entertainment industries.

Production Control Manager

Supported \$30 million in sales using a computerized MRP system. Responsibilities included Production Control, Inventory Control, and Receiving.

FIVE CORPORATION, Oklahoma City, Oklahoma 1987 - 1999
World leader in providing web process controls for textile, printing, converting, and metal manufacturing industries.

Production Planning Supervisor

Negotiated a standardization program between manufacturing and marketing that reduced lead time on certain products by 20 weeks and reduced inventory by 5%.

Quality Control Supervisor

Formalized QC function by documenting and defining scope of operations. Established first part and in-process inspection processes.

Sales Coordinator

Lead communications interface between customer and production/engineering groups.

MILITARY EXPERIENCE

U.S. ARMY RESERVE, Officer Candidate School, Fort Benning, Georgia 1987
Commissioned 2nd Lieutenant

EDUCATION

CENTRAL STATE UNIVERSITY, Edmond, Oklahoma 1986
Bachelor of Science in Business Management

ASSOCIATIONS

Member, American Production and Inventory Control Society

Member, American Management Association

Member, Society for the Advancement of Management

Member, Executive Committee, First United Methodist Church, Garland

KEVIN R. GRANTHAM

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Dallas, Texas 75244

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krgrantham@aol.com

EXECUTIVE - MARKETING & STRATEGIC PLANNING

Experienced executive with a passion for success. Brings new life to existing products. Develops and executes strategic plans. Creates new product concepts. Discovers new markets. Drives product management, systems engineering, marketing and sales to meet corporate objectives.

ACCOMPLISHMENTS

- **Leadership:** Revitalized telecom manufacturer through inspirational leadership; achieved profitability & grew revenues 800% in 24 months. Lead successful ISO9001 certification. Established Customer Service, Documentation, Order Entry, Technical Support and Training.
- **Executive Management:** Attracted venture capital and investment; managed joint ventures, mergers and restructuring. Managed international joint venture in Europe generating \$100 million in commitments. Effective at turn-around and revitalization. Effective team-builder.
- **Focus on Profits & Growth:** Increased bookings for data collection company nearly 100% in less than 12 months. Grew telecom VAR to 25th largest in USA; recognized by SMU Cox Business School as "Dallas Top 100" independently owned small business.
- **Strategic Thinker:** Identified trends and created product plan. Ultimately developed into the DSLAM product space long before the Internet access explosion. Drove largest competitors out of telemetry market space and converted them into OEM customers.
- **Product Marketing:** Created network telemetry architecture that became an industry standard and led to expanded markets. Sales force and channel management. USA & international (Canada, Mexico, Europe, Scandinavia, Middle East, Asia, and the Pacific Rim.)
- **Technically Proficient:** Participates in system design reviews as part of product development and release process. Proficient in underlying electronic hardware, software and protocol technologies. Makes tactical product management more effective.

HISTORY OF GROWTH & SUCCESS

Vice President - Marketing

2004 – 2008

Commworld of Dallas, Inc. - telecom VAR (PBX, VoIP, networking, voice messaging).

Positioned company as leading supplier of voice systems products. Managed marketing, sales and technical operations. Developed product direction and acquisition plans. Negotiated major contracts. Directed CRM/ERP deployment and web site development. "Dallas Top 100" award.

Vice President - North American Operations

2002 – 2004

Epic Data Corp – Canadian manufacturer of large-scale data collection systems & software.

Turn-around. Helped obtain venture capital. Managed distributed sales force in North America. Directed applications engineering, field technical services, repair center and parts warehouse. Restructured marketing. Negotiated large contracts.

Senior Director - Marketing & International Sales

1999 – 2002

Harris Network Support Products, Inc. – Formerly Westronic Systems - manufacturer of telecom telemetry systems & software.

Enthusiastic leadership and communication revitalized this company. Created new industry standards leading to increased sales. Created customer support infrastructure. Managed product life cycles. Overhauled pricing leading to profitability. Marketing support for sales.

Owner / Principal

1997 – 1999

Grantham Consulting – independent consultant for telecom-related enterprises

Strategic assistance to computer-industry companies seeking to enter telecom market. Included product planning and assessment, market research. International market research for high-tech companies seeking to expand overseas. Litigation support.

Director - International Business Development

1996 – 1997

DSC Communications Corp. - manufacturer of telecom voice switching & cross-connect products.

Promoted products and assisted sales of large telecom systems into international markets (Europe and Taiwan.)

Vice President – Marketing

1991 – 1996

Integrated Technology Inc. / Integrated Technology International Corp – joint venture with Millicom International - developer of Advanced Intelligent Network (AIN) systems.

Established product definitions. Developed marketing collaterals and directed sales efforts. Helped develop joint ventures with Tandem Computers (now Compaq/HP) and Pacific Bell Telephone. Set up joint venture offices in Europe. Obtained \$100 million in commitments.

Director – Business Development

1990 – 1992

Ericsson Programmatic Inc. - software & services company

Developed CRM package for major telecom carriers; developed marketing, product launch, training and sales plans; sold worldwide. Introduced Ericsson's datacomm products into USA market. Managed legacy lines of business into profitability, sell-off or shutdown.

Manager - Western Region Telecommunications

1985 – 1990

Sun Company - diversified oil company.

Senior Project Engineer

1983 – 1985

Nortel (formerly Danray) - manufacturer of very large telecom systems.

Education:	Case Western Reserve University	Systems Engineering	1983
	Pensacola Junior College	Chemical Engineering	1981

Professional Courses:

- Center for Creative Leadership's Leadership Effectiveness Workshop
- Strategic Selling, Effective Negotiating
- Communispond (presentation skills)
- Engineering Project Management,
- ISO9000 Workshop, TQM (Total Quality Management)

MARK MIKEL, CPA

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(972) 965-1934 Office

FINANCE DIRECTOR

Executive with twenty years finance experience in companies driving change and growth. Dedicated to relationship-building leadership. Envisioner and organizer of practical solutions for demystifying complex problems and for creating profitable new directions.

ACHIEVEMENTS

- **CHANGE INITIATOR:** Identified and implemented over \$400 million in expense reductions and revenue gains over three years. *Increased annual EPS by over \$0.10 and share value by over 4%.*
- **POINT PERSON:** Represented the CEO and CFO of The Associates at Ford Motor Company for two years.
- **RECOGNIZED LEADER:** Founding member of the Leadership Development Program that developed 120 leaders selected from 32,000 worldwide employees. Finance member of the Leadership Development Program Steering Committee.
- **PIONEER:** Planned, prepared and filed financial statements to the Federal Reserve on each of the 200 plus companies of The Associates – *a first. Received no material regulatory comments.* Trained separate divisions to compose and accurately report the statements.
- **INNOVATOR:** Strengthened processes and created software for license tracking, accounting practices, data mining and spending behavior. Converted all processing systems for three banks. *Results: flexible and reliable systems and processes.*
- **PEOPLE DEVELOPER:** Planned and coordinated seminars for over 1,000 CPAs in industry. Instructed finance and computer courses for more than 200 accountants and analysts.

EXPERIENCE

CITIGROUP, INC., *Dallas, Texas* 2007 – 2009
Citigroup, the preeminent global financial services company, provides a broad range of financial products and services, including consumer banking and credit, corporate and investment banking, insurance, securities brokerage, and asset management.

Vice President and Director – Regulatory Reporting

Anticipated and eliminated potential financial statement issues. Created and implemented project plans to centrally report and later decentralize these precise financial statements.

- Saved over \$500,000 in expenses by upgrading domestic and international transfer pricing.

ASSOCIATES FIRST CAPITAL CORPORATION, *Dallas, Texas* 1996 – 2007

The Associates was a Fortune 500 diversified finance company. It provided consumer and commercial financing, leasing, insurance and related services in the U.S. and thirteen nations. Associates First Capital Corporation merged with Citigroup, Inc. in 2000.

Vice President and Director – Profit Enhancement, Dallas, Texas

Developed expense activity and operational efficiency analysis for operating units. Improved the company's travel services, professional services and worldwide disbursements.

- Realized more than \$400 million in worldwide expense savings and revenue enhancements.

Executive Liaison to Ford Motor Company, Dearborn, Michigan

Developed Board presentations, forecasts and business plans for the President of Ford Financial Services. Analyzed operations of Ford Credit and The Associates. Detailed actual results and variances for quarterly conference calls with security analysts.

- Preserved \$200 million in equity for The Associates during the spin-off.

Accounting Manager, Dallas, Texas

Streamlined accounting and analytical processes including loss reserves, company structure, capitalization, licenses, balance sheet quality and benefits.

- Reduced staff by 16% while increasing productivity.
- Implemented SFAS 109 providing \$60 million in profits.
- Prepared "Management Discussion & Analysis" for a \$1.9 billion IPO.

Senior Corporate Planner and Auditor, Dallas, Texas

Prepared executive presentations, consolidated forecasts, analyzed operations, evaluated competitors and forecasted cash and taxes.

- Developed general ledger query software to accelerate data mining.

METROPLEX BANCSHARES, INC., *Dallas, Texas* 1988 – 1996

A leading, growth-oriented, independent bank holding company. It owned Bent Tree National Bank, Bank of Las Colinas and Gleneagles National Bank.

Auditor, Controller, Credit Officer, Consumer Regulatory Compliance Officer, Loan Operations and Credit Operations

Held various positions of increasing responsibility. Managed control evaluations, loan examinations, external audit relationships, computer system conversions, and financial analysis. Directed loan and credit operations.

LICENSE AND EDUCATION

Certified Public Accountant – Texas 1995

Bachelor of Science in Business Administration 1993

UNIVERSITY OF TEXAS AT DALLAS

ASSOCIATIONS

Member, American Institute of Certified Public Accountants

Member, Texas Society of Certified Public Accountants

Member, Dallas Chapter of the Texas Society of Certified Public Accountants

Outstanding Committee Member 1999

Member, Eucharistic and Hospitality Ministries, St. Philip the Apostle Catholic Church

Past Co-Chairman, Promotions Committee – Capital Campaign 2008

Randy Access

12345 Rivercrest Drive
Little Rock, Arkansas 72212

handyrandy@hotmail.com

501•555•1234•B
501•555•9876•H

DATA PROCESSING MANAGEMENT

Senior information systems executive with significantly diverse background and experience in identifying and capitalizing on cost-effective opportunities for improvement. 20 plus years successful track record of achieving results. Decisive leader with expertise in management and information systems technology.

ACHIEVEMENTS

- **PLANNING:** Developed information systems strategies to create and sustain competitive advantage for several \$250+ million companies. Initiated user review boards to assure tactical alignment of systems direction with company mission.
- **PROJECT MANAGEMENT:** Successfully directed over 300 major projects representing an investment in excess of \$60 million. Completed more than *95% of all projects within time*, resource and capital budgets including those projects requiring multi-year commitments.
- **END USER COMPUTING:** Established Information Center which facilitated a base of 400 users to more directly meet their own requirements resulting in a minimum \$2 million deferral of mainframe upgrades.
- **TEAM BUILDING:** Encouraged and enabled users to exercise full systems ownership in the selection, implementation and enhancement processes. Utilized over 150 software packages to meet user needs at 50% of the comparable cost of in-house development.
- **EFFECTIVITY:** Achieved *100% improvement* in analyst and user productivity by using CASE tools to provide solutions where packages were unavailable or inappropriate.
- **OUTSOURCING:** Provided facilities management services to external companies reducing internal costs by greater than *\$5 million* and improving functionality for both sets of users.

EXPERIENCE

BAPTIST MEDICAL SYSTEM, Little Rock, Arkansas 2001 - 2008
One of the largest healthcare provider systems in the Southwest with 5 hospitals and 1400 beds.

Director of Application Development

Managed staff of over 30 professionals to provide support for all financial, clinical and for-profit areas across state-wide network. Directed multi-million dollar capital and expense budgets for hardware, software and personnel.

VALLEY INDUSTRIES, St. Louis, Missouri 1998 - 2001
Fortune 500 fabricator and distributor of pipe, pumps and dredges.

Director of Management Information Systems

Supervised more than 40 professionals in serving the information needs of a diverse nation-wide network of users. Directed all planning, standards, software development and computer services.

MCDONNELL DOUGLAS AUTOMATION, St. Louis, Missouri 1991 - 1998
One of the largest data processing service bureaus in the world.

Manager of Systems

Directly supervised professional staff of 35+ and \$2 million budget; indirectly managed 100 more professionals and \$12 million budget. Developed and implemented systems for internal and external use. Achieved multi-million dollar revenue gains and corresponding cost reductions.

LEASCO SYSTEMS CORPORATION, Oakbrook, Illinois 1988 - 1991
Consulting subsidiary of the Reliance Group, a multi-billion dollar U.S. financial conglomerate.

Management Consultant

Provided on-site services and project leadership to clients across the country.

NICOR, Aurora, Illinois 1978 - 1988
Large natural gas distributor and national leasing company.

Held various positions of increasing responsibility. Sold more than any other Commercial Engineer in company's history. Automated credit followup resulting in dramatic increase in cash flow and improvement in customer relations.

EDUCATION

LOYOLA UNIVERSITY, Chicago, Illinois 1990
Master of Science in Industrial Relations

ST. JOSEPH'S COLLEGE, Collegeville, Indiana 1976
Bachelor of Science in Business Administration

ASSOCIATIONS

- Chairman**, American Software Users Group
- Member**, Healthcare Information Systems Society, AHA
- Member**, IBM's ECHO (healthcare user's group)
- Member**, Christ The King Catholic Church

TOM STILZ

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Addison, Texas 75001

tstilz@earthlink.net

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Mobile: 214-725-9812

SENIOR SALES ENGINEER

Experienced technical sales professional with excellent interpersonal skills and hands-on technical knowledge. Supports complex sales of enterprise class software. Drives effective prospect qualification. Analyzes business needs. Develops strategies for proper positioning. Organizes and delivers effective presentations at all levels.

ACHIEVEMENTS

- **PROVEN SUCCESS:** For over a decade, demonstrated consistency by repeatedly exceeding quotas. Achieved levels of 103% to 228%. Instrumental in closing largest single transaction of \$10M in software and services. With revenues over \$1.5M, directly contributed to achieving Top District Office consecutive years.
- **RESULTS ORIENTED:** Quick to drive strategic qualification of prospects to shorten sales cycle. Worked round the clock to ensure valuable and technically complete demonstration. Overcame critical limitations to remove doubt in evaluation team's view of solutions long-term viability.
- **PROBLEM SOLVER:** Designed concise step-by-step guide and training class for custom product demos. Saved sales consultants an average of 2-3 days preparation time. Contributed to the development of strategic needs assessment, enabling more effective prospect qualification.
- **TEAM MENTOR:** Organized and taught first Sales Consultant "boot camp" product training class. Dramatically shortened initial learning curve for new employees by at least 30%. Planned and delivered critical education on product, technology and competition for strategic alliance partners.
- **RELATIONSHIP BUILDER:** Initiated and led regular conference calls with product development and field sales support. Contributed to more effective handling of customer issues, product planning and key account activity. Saved time, money and effort. Maintains strong collaborative working relationship with customers.

EXPERIENCE

i2 TECHNOLOGIES / RIGHTWORKS CORPORATION, Dallas, Texas 2007-2009
Leading provider of second-generation web based e-business commerce platform. (Acquired by i2 Technologies).

Senior Sales Consultant

Provided product, technology and application expertise to account sales teams, prospects and customers. Resolved customers technical and product issues during the sales process. Contributed to opening and development of regional office. Assisted in selection and development of new sales personnel.

BAAN COMPANY / AURUM SOFTWARE, Dallas, Texas 2003-2007
Leading provider of strategic customer relationship management (CRM) solutions. (Aurum acquired by Baan).

Senior Sales Engineer

Collaborated with account management in all stages of strategic sales process. Evaluated and documented customer requirements. Communicated solution detail and value to customer teams. Prepared customer proposals. Managed all aspects of technical presales process. Instrumental in securing cornerstone accounts including:

- EDS
- Sprint
- Fujitsu Network Communications. (SAP R/3 integration)

UNIFY CORPORATION

1993-2003

Leading provider of software for the development and deployment of cross-platform business application solutions.

Technical Services Manager, Dallas, Texas

Regional Sales Engineering Manager, Dallas, Texas

Managed regional staff of Sales Engineers and Technical Consultants. Prepared proposals, bid projects and managed scheduling priorities. Hired, trained and evaluated personnel. Provided strategic account support. Coordinated all sales engineering activity for Central and Western regions.

Senior Systems Engineer, Dallas, Texas

Systems Engineer, Santa Clara, California

Led presales support for multiple district offices selling RDBMS and object oriented 4GL development tools. Delivered product demos and prototypes. Assisted in strategy formation, proposal preparation, seminars and trade shows. Key accounts closed include US West, GTE Directories and Perot Systems.

Product Applications Engineer, Portland, Oregon

Provided international technical hotline support for software developers, distributors and OEM's selling and utilizing UNIX RDBMS software products. Organized and delivered customer training classes.

PAM COMPUTER SYSTEMS, Dallas, Texas

1988-1990

Manufacturer of turnkey retail pharmacy computer systems.

Senior Software Analyst

Customer Support Representative

XEROX CORPORATION

1984-1991

Recognized innovative leader in document technologies, products and services.

Disbursement Control Supervisor, Dallas, Texas

Accounting Assistant, Dallas, Texas

Payroll Control Coordinator, Rochester, New York

Administrative Services Clerk, Rochester, New York

EDUCATION AND SPECIALIZED TRAINING

Monroe Community College, Rochester, New York

1983

A.S. Business Administration

“Target Account Selling, “Holden Power Base Selling”, “Demo Techniques” (*Voted top presentation team*), “Effective Speaking & Human Relations”, “Management Discussion Skills”.

ASSOCIATIONS

Chairman, Parish Advisory Council, St. Rita Catholic Church

2001-2003

President, Catholic Alumni Club of Dallas

1988

TECHNICAL PLATFORMS

Windows 95, 98, NT, XP, 2000; UNIX, DOS, Oracle, Sybase, Informix, UNIFY, SQL, Microsoft Access, HTML, JAVA, Visual Basic, SQL Windows, Internet Explorer, Netscape, Microsoft Outlook, Word, PowerPoint, Excel, WordPerfect, Lotus Notes, Siebel Sales, Baan Front Office, ACT, Business Objects, Crystal Reports.

Ivan Otto Verk

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Dallas, Texas 75229

ivan_otto_verk@yahoo.com

Office: 214-555-1742
Home: 214-555-5656

SALES EXECUTIVE

Ten years' international experience in sales, marketing, advertising, promotion and general management. Hired and trained both the European and Asian sales forces for companies dealing in technical products.

ACHIEVEMENTS

- **SALES:**
 - Increased sales over three years by 22%, resulting in a *\$2.3 million profit increase*.
 - Launched five new products in Asia and sold manufacturing licenses to Japanese firms.
 - Opened sales offices in Japan, France and Germany and fully staffed each.
- **TRAINING:**
 - Recruited and trained 21 sales professionals for a line of industrial building supplies. The team *out performed all* other sales staff in the company.
- **MARKETING:**
 - Conducted market studies in advance of new product introduction. Supervised collection and interpretation of data indicating the *most cost-effective* methods to launch new lines.
 - Opened new distribution channels in South America resulting in a *12% increase* of sales for the Western Hemisphere.
- **MANAGEMENT:**
 - Single-handedly surveyed European market and set up sales offices under budget that were *profitable 6 months after opening*.

EXPERIENCE

Director - International Sales

AMOUR INTERNATIONAL TECHNOLOGY, Dallas, Texas 2003-2008
World's largest distributor of pre-assembled wafer detection testing equipment.

Director of Marketing

ROCK ISLAND MANUFACTURING, Dallas, Texas 1996-2003
One of the "Big 4" manufacturers of air flow semi-compressed solid state circuits.

Import-Export Manager

PILGRIM TRADING COMPANY, LTD., London, England 1993-1996
\$500 million trans-global broker of re-manufactured scientific and environment equipment.

Account Executive

PACIFIC RIM PARTNERS, Pinua, Taiwan 1990-1993
Start-up enterprise specializing in exportation of high-valued, low-labor produced machinery.

Ivan Otto Verk

Page 2

EDUCATION

Masters of International Business Management 1990
THUNDERBIRD UNIVERSITY

Bachelor of Science - Engineering Management 1988
UNIVERSITY OF TEXAS

ASSOCIATIONS

Fellow, International Brotherhood of Nuncheaux
Past President, Dallas Council on World Affairs
Member, Temple Emmanuel

Career *Transition* Workshop

Joy of the Journey -- Laugh Tracks

BRIEFCASE

By John Louthan



"I've been circulating your resume around the office."

CLOSE TO HOME

By John McPherson



Inspired by a children's book he had seen, Todd incorporated sound buttons into his resume.

Career *Transition* Workshop Joy of the Journey -- Laugh Tracks



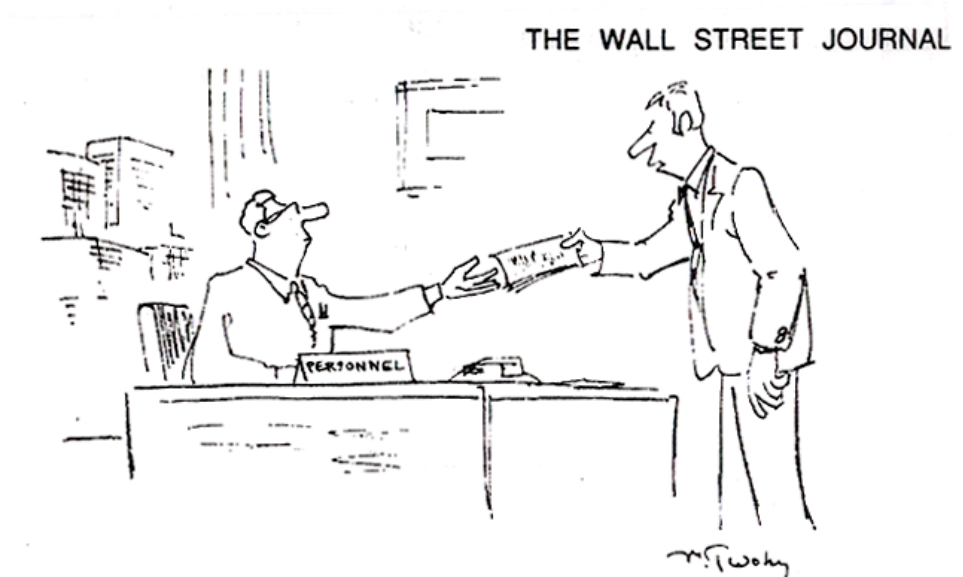
"Résumés over there."

REAL LIFE ADVENTURES By Wise and Aldrich



The first thing they teach you in business school is how to work the fact that you went to business school into every conversation.

Career *Transition* Workshop Joy of the Journey -- Laugh Tracks



“I must warn you, portions of my resume are extremely graphic.”



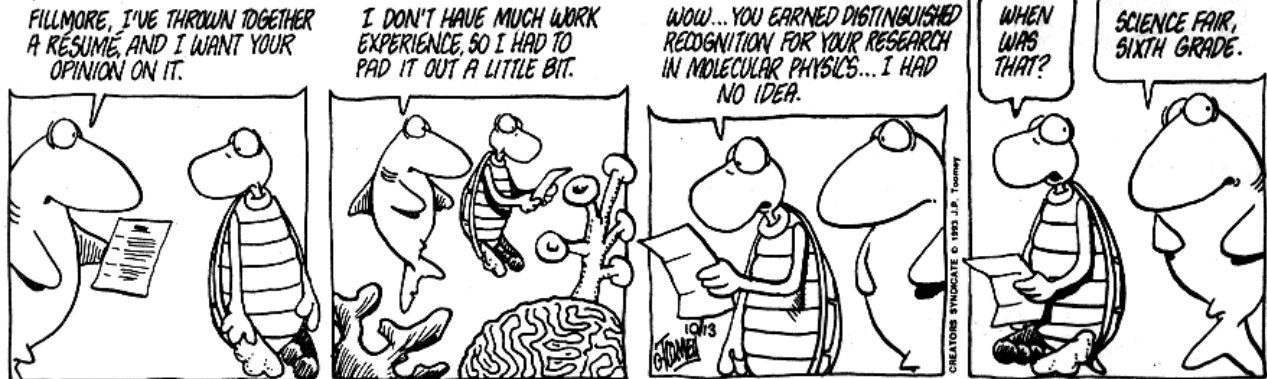
“You have to admit it’s not a run of the mill resume.”

Career *Transition* Workshop

Joy of the Journey -- Laugh Tracks

SHERMAN'S LAGOON

By J.P. Toomey



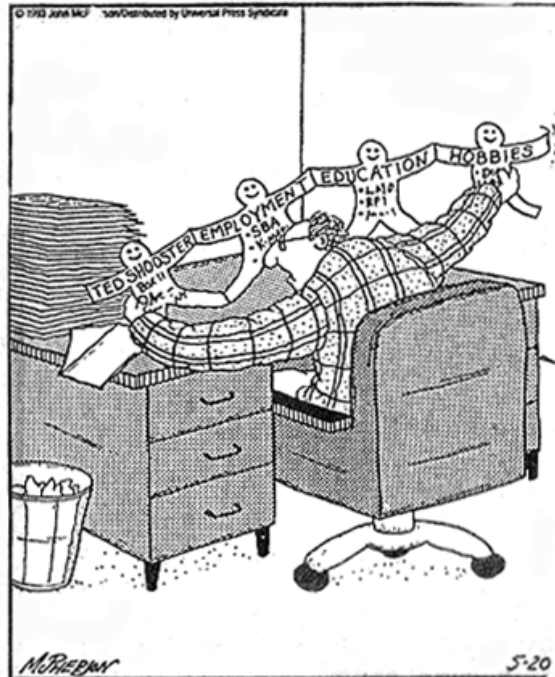
"Well, this is a reassuring note, Mr. Bonwell: 'No dolphins were killed in the preparation of this résumé.'"

Career *Transition* Workshop

Joy of the Journey -- Laugh Tracks

CLOSE TO HOME

By John McPherson



Ted felt it was important to have a resume that would catch the personnel manager's eye.

REAL LIFE ADVENTURES By Wise and Aldrich



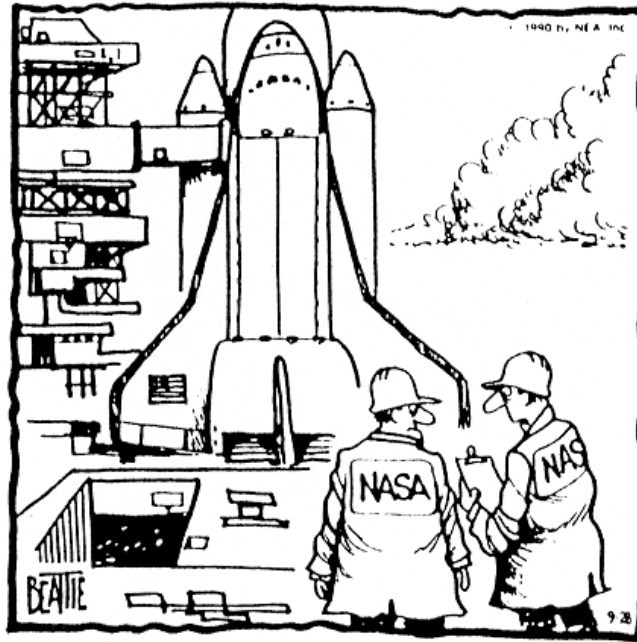
Taking messages is not a skill kids are born with.

Career *Transition* Workshop

Joy of the Journey -- Laugh Tracks

SNAFU

By Bruce Beattie



"I've seen thin resumes before, but get this: I've seen every 'Star Trek' episode eight times!"

Career *Transition* Workshop

▶ Words for Your Walk ◀

The Meaning of Failure

Failure doesn't mean you are a failure.

It does mean you haven't succeeded yet.

Failure doesn't mean you have accomplished nothing.

It does mean you have learned something.

Failure doesn't mean you have been a fool.

It does mean you had a lot of faith.

Failure doesn't mean you've been disgraced.

It does mean you were willing to try.

Failure doesn't mean you don't have it.

It does mean you have to do something in a different way.

Failure doesn't mean you are inferior.

It does mean you are not perfect.

Failure doesn't mean you've wasted your life.

It does mean you have a reason to start afresh.

Failure doesn't mean you should give up.

It does mean you must try harder.

Failure doesn't mean you'll never make it.

It does mean it will take a little longer.

Failure doesn't mean God has abandoned you.

It does mean God has a better idea.

-- Anonymous

