

Monica Evans

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Objective

A science focused position that requires a highly skilled and organized employee with experience in chemistry and project management. Detail oriented, analytical, process focused, problem solver that takes initiative, is creative, analytical, and flexible and has strong written and verbal communications skills.

Experience includes:

- * Bachelors in Biochemistry
- * Masters in Marketing
- * 5 years corporate sales and project management experience.
- * 3 years high school chemistry teacher
- * Developed training programs and delivered employee training
- * Worked for national bone marrow donor program
- * Excellent lab technique with experience in PCR

Work Experience

High School Chemistry Teacher -

6/2005 – 6/2007 Denver School of Science and Technology – Denver, CO

Mission - to providing a diverse student body with an outstanding liberal arts education with a science and technology focus. To increase the number of underrepresented students (women, minorities and economically disadvantaged) who attain college science and liberal arts degrees.

- * Lead a chemistry club with 20 students whom completed at the Metro State Chemistry Day receiving 2nd place overall.
- * Helped increase the 10th grade Colorado Student Aptitude Test (CSAP) score in science by 5.5%
- * Introduced an organic chemistry class to 10th graders interested in chemistry.

6/2004 – 6/2005 Teach For America - Benjamin E Mays High School, Atlanta, GA

Teach for America recruits outstanding college graduates and professionals to commit two years to teach in urban and rural public schools and become life-long leaders in pursuit of expanding education opportunity.

- * Challenged students to master 100% of the Georgia State standards through high expectations, constant communication of class goal.
- * 1 out of 4 student-participants in the science competed at the city level.
- * Introduced PowerPoint, NPR news and Internet teaching daily to increase student exposure to technology.
- * Created student-led book club to increase exposure to science fiction and reading in the content area.
- * Chaired the National Science Honors Society the first chapter in the Atlanta Public Schools.

Regional Project Manager

10/2001 - 1/2003 Sprint PCS, Chicago, IL

Managed complex regional projects in areas of training, inventory, and network operations. Directed process improvements for equipment ordering and supply chain management.

Training Development:

- * Developed a cross-training curriculum for 80+ employees in finance, construction costs and law, leasing, and electronic document storage application.
- * Developed and facilitated 1-day seminar on performance management system for 100+ employees.
- * Organized monthly professional development programs and manager-level certification courses.

Project Management:

- * Managed a 2.3 million dollar electronic document storage project saving the company over \$1.7 million annually.
- * Improved inventory forecast accuracies by 10% by implementing supply chain management strategies.
- * Reduced equipment ordering and delivery delays decreasing average time to 60 days

Licensee Relations Manager

10/2000 - 10/2001 Sprint PCS, Chicago, IL

Responsible for negotiations, project management, education and product development for wireless broadband

services and equipment. In charge of all project management activities in the region.

Business Expansion-

- * Negotiated 5 and 10 year service contracts with universities, not-for-profit organizations and individual investors regarding use of their Instructional Television Fixed Service licenses-
- * Presented Broadband technology and development to educators and not for profit companies

Project Management-

- * Project managed 20 tower upgrades and tower builds maintaining build cost and budget
- * Managed 8 projects as the single point of contact for status reporting and continuity between groups
- * Controlled capital and expense budgeting for \$500,000 to \$1 million dollar projects

Regional Systems Trainer

7/1998 - 10/2000 Sprint PCS, Chicago, IL

Delivery of high quality company training to all sales channels, HR, marketing and operations

Training Delivery:

- * Delivered training to new retail, B2B and customer service employees weekly totaling over 800 employees in one year
- * Trained classes in presentation skills, point-of-sales applications, customer service skills and sales
- * Managed total training environment and groups of diverse learners with varying levels of computer skills

Training Administration

- * Maintained employee training database and course schedule, ordered training material for 8 different states
- * Traveled to and set up training rooms each week in regional cities

Training Analysis and Evaluation

- * Collaborate with curriculum developers on program effectiveness, new software updates and program enhancements
- * Maximized training program effectiveness by customizing course materials and classes by skill level
- * Routinely communicate process changes and proper procedures to North Central sales channels

Training Development-

- * Implemented quality audit and operational readiness evaluations for over 50 stores in 11 cities in 1 year
- * Assisted in the development of financial/cash handling and store operations quality assessment tools-
- * Evaluated results of on-site assessment and coordinated resolution of action items with district directors-
- * Participated in compliance activities on-site for affiliate stores in Kansas and Okalahoma

Sales Support - Indirect and Retail Channel

9/1996 - 7/1998 Sprint pcs, Kansas City,

Responsible for tracking third party incentive programs to ensure accurate and timely payment, and ordering and tracking 3rd party phone and accessory purchases.

Laboratory Technologist

5/1995 - 7/1996 Immunological Associates, Denver, CO

Responsible for testing test blood samples for the National Bone Marrow donor program using PCR DNA techniques.

Education

12/1999 Webster Universtiy, St, Louis, Missouri

- * Master's Degree - Marketing

12/1994 Colorado State University, Fort Collins, CO

- * Bachelor's Degree
- * Major in Biochemistry, minor in Chemistry