

Lisa B Bryant, MBA, PMP

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Qualifications Summary

Solution Seeker and Problem Solver capable of drawing from a dynamic and diverse industry background, adapting this business knowledge and experience to readily apply experience, talents, and capabilities in the areas of Project Management, Marketing, and Operations/Administration.

- A Certified Project Manager with strong communication and relationship skills.
- Recognized as a creative and adaptable problem solver, with a commitment to personal and professional integrity.
- Proven Administrative capabilities to organize, analyze, prioritize, and follow-through, with a focus on detail and accuracy, Operating in the areas of Finance, Information Systems, Human Resources, Customer Service, Research.

As a PROJECT MANAGER, Projects include:

- Designing and Implementing File Management System for a Commercial Lending Department
- Implement Software Licensing Compliance for Commercial General Contractor
- Facilitate migration from one accounting system to another.
- Establish policies, procedures, standards, and practices for Accounting, Human Resources, and Front Office at multiple locations/companies. This included establishing day-to-day processes, designed to avoid oversights in critical routines, ensuring compliance of regulatory statutes, and creating efficiencies to diminish redundancies.
- Project Manager for Walmart Account Team to coordinate grand openings between Walmart (Corporate) and Coca-Cola Bottler System for all Walmart Supercenters, Sam's, and Neighborhood Markets.
- Project Manager for National Bottler meetings, managing a team that included Coca-Cola employees and external vendors. Meeting was for all Bottlers and Account Managers for "Big Box" retail stores (Walmart, Kmart, Target, Sam's, BJ's, etc.)
- Project Manager for local "Be the Match" bone marrow registration drive.
- Design and implement inventory control system for General Contractor including all stationary, portable, and warehoused inventory.
- Managed company-wide phone conversion project, including porting of all phones. (Verizon was kind enough to loan equipment so I could personally schedule at our staff's convenience.)
- Manage field test and implementation of tablets for field superintendents to increase efficiencies.
- Managed the website project which included sourcing the creative partner, budgeting, and implementing the new website.
- Project Manager for multiple in-house construction projects which included space expansions, redesign of space, and reduction of space.
- Project Manager for women's conference for local church, managing a team of volunteers to ensure successful retreats.
- Managed multiple projects for the assessment and procurement of "big ticket" equipment and/or software needs.
- Develop new process for ensuring deliverables met as Academic Advisor.

- Provide “boots on the ground” assistance for non-local firm handling estate of local property. This included sourcing and obtaining needed items for settlement and repairs.
- **MEMBER:** [Project Management Institute](#). Member ID: 3172897

Project Management SKILLS most often used:

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| <ul style="list-style-type: none"> • Initiating, Planning, Organizing, Coordinating, Negotiating • Executing, Implementing, Monitoring & Controlling, specifically as it pertains to Time/Budget/Costs Sensitivity | <ul style="list-style-type: none"> • Process/procedure driven • Communication/Relationship • Delivering, Closing, Hand-off for operations |
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As a MARKETING PROFESSIONAL, I was responsible for:

- Facilitating Tradeshows for Atlanta Bottling arm of The Coca-Cola Company within the southeast.
- Creating presentations for the Account and Bottler representatives within my assigned territory.
- Source and provide requested marketing supplies, tools, and products for team.
- Earning my Master of Business Administration with Marketing concentration while working full-time and part-time.
- Routinely completing Requests for Qualifications (RFQs) and Requests for Proposals (RFPs).
- Providing consistent branding standards for major construction company.
- Supporting team of Project Managers with marketing initiatives.
- Creating the themes, templates, and workflow for Annual Bottler Meetings.
- Coordinating marketing materials for Bottler community for use with Grand Opening initiatives.
- Creating all hard and soft collateral needs for construction company, including but not limited to: business cards, brochures & portfolios by construction segment, presentations for meet and greets and interviews, Facebook site, banners, signage, Award presentation and submittals.
- Creating content, organizing and collecting images, and introducing new company website.
- Designing and developing in-house presentation for display of company information, news, and KBIs (key business indicators).
- Coordinating with Business Manager needed items for company “Meet & Greets” with current and/or prospective clients.
- Creating and implementing “off holiday” promotions for customers which were designed to distinguish us apart from the normal “Christmas Rush”; this included sending celebration items for Valentine’s Day, St. Patrick’s Day, Cinco de Mayo, 4th of July, Labor Day, and Thanksgiving.
- Submitting (and winning) local construction awards through the Association of General Contractors and other organizations. In the 16 years of submitting, at least one award was received each year.
- Researching, reviewing, and recommending vendors for branded promotional merchandise.
- Successfully writing and submitting articles for use in-house (newsletters, website, social media outlets) as well as national, industry specific publications.
- Assisting Secretary of local Homeowners’ Association with website updates.
- **MEMBER:** [American Marketing Association](#).

Marketing SKILLS most often used:

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| <ul style="list-style-type: none"> • Strategy/Negotiation • Promotion/Product/Placement • Research & Analysis • Creativity | <ul style="list-style-type: none"> • Computer/Software • Time/Budget/Costs Sensitivity • Process/procedure driven • Communication/Relationship |
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As an OPERATIONS FACILITATOR, I made contributions in the following areas:

Finance

- Performed accounting/bookkeeping/treasurer duties for: general contracting company, homeowners' association, local charity, women's retreat.
- Analyze, organize, and establish accounting departments for several companies which include determining Accounts Receivable, Accounts Payable, Payroll, and other processes, procedures, and routines.
- Coordinated and supervised external audits including audits for: external accountants, Internal Revenue Service, Subcontractor Insurance compliance, GSA (General Service Administration).
- Stepped in to assess and manage parents' finances when dad fell ill. Put much on autopay and negotiated bills when possible (i.e., Sirius XM original bill equaled close to \$300, negotiated to a little over \$100.)

Information Technology/Systems

- Responsible for all aspects of technology including but not limited to: sourcing trusted external vendors, manage server security and rack room, phone systems (landline and cellular), onsite security (alarm system and in/out fob swipe system), inventory management, and equipment procurement.
- Handled first level onsite troubleshooting. This enabled company to maintain staff without hiring dedicated onsite computer staff and reduced the number of calls to offsite, external vendor.
- Consultant to local Homeowners' Association to provide technical support when necessary able to do so regarding their website.
- Developed computer and security policies and procedures as well as tracking and inventory system to manage incoming and outgoing equipment. Included depreciation schedule which was fed to Accounting to assist in tax preparation.
- Created communication recommendation and standards.
- Created and managed inventory of all equipment, computer, and other systems.

Customer Service

- Organized and managed customer service department which handled customer and technical support to current and prospective customers.
- Developed and managed front desk processes, policies, and standards to ensure delivery of consistent, professional, and informed customer service.
- Front-line customer service for banking, retail, and food services (Hungry Fisherman, Shoney's, Western Sizzlin', Kmart, The Bombay Company) as well as within the professional arena (Cork-Howard, Velociteach).
- Internal & external customer centric. Treating colleagues and work partners as customers establishes easier communication, better working relationships, and usually enhances buy-in or acceptance of change.

Human Resources

- For multiple companies, established Human Resource department with basic filing, standards, and compliance.
- Develop job descriptions/criteria and coordinate placement ads, interviews, and hiring.

- Create and maintain Onboarding processes.
- Direct, counsel, guide, discipline, and instruct direct reports; at one time, oversaw entire administrative assistant staff for general contractor.
- Compile, Analyze, and Recommend employee insurance plan.

Administration

- Executive Administrative Assistant
- Updates and transcription of forms, letters, and other such duties
- Supply and complete licensing information
- Perform Notary Services

Research

- Special Projects: Required use of analytical skills and ability to quickly process varied information types to make recommendations comfortably and confidently to Upper Management, Colleagues, or Employees.
- Assist entrepreneurial start-up initiative by providing business platform research for work productivity, CRM, Web Community, Launch Process, etc.
- As medical advocate for parent, research and investigate treatment standards and options.
- Reinstatement of LLC for local pilot who was returning to contract employment.
- Investigate and provide CRM options to local Mortgage Lender.

Operation **SKILLS** most often used:

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|--------------------------|---------------------------------|
| • Customer Services | • Coordination/Negotiation/ |
| • Finance/Bookkeeping | • Time/Budget/Costs Sensitivity |
| • Computer/Software | • Process/procedure driven |
| • Organization/ Planning | • Communication/Relationship |

Education (Highlights):

- Project Management Professional (PMP®), Project Management Institute (PMI®)
- Master of Business Administration, Marketing (MBA), Kennesaw State University, GA
- Bachelor of Arts (BA), University of Montevallo, AL
- [Crestcom](#) BulletProof® Management
- [Dale Carnegie](#) Course®, Voted "Most Persuasive Speaker"

Most Relevant Employers:

- FOLA, LLC (4 years)
- Columbia Southern University (1.5 years)
- Velociteach (4.5 years)
- Cork-Howard Construction (2 terms, combined 16 years)
- The Coca-Cola Company (2 terms, combined 9 years)
- Home Federal Savings & Loan (6 years)