

Ronald E. Richardson

Key Skills

Project Management
Project Coordination
Market analytic
Manage and coordinate
Strong Verbal Communication
Analyze results and make recommendations
Business Planning & Development
Establishes monthly budget
Customer Problem/Resolution
Integrated Marketing
Productivity Improvement
Market analytic
Digital Marketing
Business Adjunct
Social Media Marketing
Marketing

Education:

Master of Business Administration (2002)
University of Phoenix – New Orleans, LA

Bachelor of Science in Business Administration 1990
Florida A&M University – Tallahassee, FL

Certificate in Labor Relations (1990)
Florida A&M University – Tallahassee, FL

Teacher Certification
University of Phoenix 2005

Entrepreneurship Certification
Seminole State College 2013

PROJECT MANAGER CONSULTANT

Proven Technical, Leadership & Organization Expertise

Meticulous professional experienced in Business Administration and Financial Management. Outstanding presentation abilities, effectively conveying information and maintaining attention of listeners. Excellent interpersonal and communication skills, facilitating productive relationships with wide range of people complimented by an extensive financial background. Qualifications include master degree in business administration, master of science marketing and a graduate certificate in marketing. Additional assets: Articulate, Self-Starter, Highly Enthusiastic, Responsible, Independent, Ethical, and Confident.

Skill Summary

- ◆ **Accounting/Finance:** Skilled in analyzing budgets, financial practices, and business strategies. Extensive knowledge of accounting, including accounting theory, accounting information systems, advanced costing techniques, corporate taxation issues, and organizational development. Adept in efficiently preparing vast array of financial reports.
- ◆ **Marketing Director:** Manages events of high-visibility, (marketing and fundraising). Responsibilities include event planning, budget, logistics, onsite event supervision and volunteer management.
- ◆ **Leadership:** Proven success in leading personnel. Excellent ability to prioritize tasks, resolves issues, and develops cohesive teams. Strong trainer and supervisor.
- ◆ **Project Management:** Highly organized, effectively developing and executing plans within time and budget constraints. Skilled at ensuring superior communication among team members and other departments.
- ◆ Proficient in SharePoint, Word, Excel, Access, and PowerPoint.

City of Boulder

Air-Gadgets

**Sound Doctrine Ministries
RER Financial Consultant
American General Life and Accident Insurance**

U.S. Army

Central Texas College

University of Phoenix

IT Project Coordinator (2016 to present)

Marketing Consultant (Feb 2016)

Marketing Director (2013 to 2014)

Marketing Consultant (2011 to present)

Marketing Advisor (2010 to 2011)

Senior Advisor (2004 to 2007)

Team Leader/Financial Specialist (1982 to 2004)

Professor (2002 to 2005)

Professor (2005-2006)

IT Project Coordinator

Responsibilities includes producing report specialization documents by utilizing project management tools (Microsoft SharePoint, Word, Access, and Excel). Maintained a continuous direct line of communication with all stakeholders. Accessed SQL Server database engine to query relevant data sets for report specifications. Searched and obtained data from the city custom application known as Energov. Other Administrative duties includes but not limited to timekeeping, crystal reports invoicing, meeting attendance,

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Management Certification
Seminole State College 2013

**Graduate Marketing
Certification**
University of Phoenix 2014
Marketing

Master of Science
Southern New Hampshire
University 2015
Marketing

prioritizing workload, and documenting the city business processes and workflow for “police” and “parks and recreation” departments.

Marketing Consultant

Responsible for horizontal analysis for a period of five years while giving recommendations to the owners. Conducting market research, product analysis, target audience, SWOT analysis in detail for the stakeholder’s review. Additionally, conducting an audit of the distribution channels, campaign budget and the company’s website.

Create annual marketing budgets based on retailer dues, allocating mandatory expenses, discretionary expenses, and media expenses as appropriate to support platform programming, Simon initiatives and brand messaging to achieve center objectives.

Responsible for monthly forecasting and maximizing marketing dollars by analyzing return on investment. Develop an annual marketing plan which strategically utilizes all platform programs, supports the corporate marketing objectives, and positively impacts the center’s core financial objectives EBIDTA, and market share.

Marketing Consultant

Sell annuities, life, and health insurance policies by educating individuals and companies using presentation, as well as seminars. Determines clients’ needs and financial situations by scheduling fact-finding appointments; determining extent of present coverage and investments; ascertaining long-term goals. Develops a coordinated protection plan by calculating and quoting rates for immediate coverage action and long-term implementation.

Marketing Strategist

Sell insurance policies by educating individuals and companies to select the kind of insurance that fits their needs. In addition to this, prepares reports, maintain records, and seeks out new clients. In the event of loss, help policyholders make a claim on their policy.

Accounting Senior Financial Management Advisor

Directed training of over one hundred fifty officers, senior NCOs and soldiers in variety of areas. Develop and implement instructional plans. Provide accountability for statistics presented in monthly report. Maintained personnel records related to training and security. Prepare organizational policies. Ensure strict compliance with organizational procedures.

Key Achievements:

- Implemented incentive program that increased accuracy of work from 89% to 96%.

Financial Management Operations Manager

Directed personnel in maintaining accurate accountability of funds. Reviewed and processed paychecks and invoices, ensuring their validity. Oversaw disbursements of cash. Managed maintenance and performed inventory control for equipment. Trained and motivated personnel. Prepared and delivered reports for senior management.

Key Achievements:

- Honored as Noncommissioned Officer (NCO) of the Year in 2002 by the 469th Finance Battalion for outstanding performance.
- Implemented monthly newsletter that contributed to increase in unit’s timeliness rate to 97%, well above organizational standard of 92%.
- Managed transition to organization’s new Deployable Dispersing System, resulting in reduction of bad checks by 80%.
- Received two Joint Service Commendation Medals, an Army Commendation Medal, and an Army Achievement Medal for providing superior financial support.

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- Inducted into Sergeant Audie Murphy Club in 2002 for excellence as a noncommissioned officer in leadership and performance.

Professor

Instructed students in classes that include business plans, introduction to business, management personal finance, and time management. Prepared and delivered lectures. Implemented curriculum and schedule to meet institution's goals. Created, conducted, and graded tests. Advised students on educational topics and career goals. Maintained student records.
