

# LESLIE BERNER

P.O. Box 145, Greenwood, VA 22943 • (540) 241.9490 • legz1230@gmail.com • [www.linkedin.com/in/legworkbylegz](http://www.linkedin.com/in/legworkbylegz)

## QUALIFICATIONS SUMMARY

**Database Management • Internet Marketing • Project Management  
Human Resources Supervision • Analytical Problem Solving**

## PROFESSIONAL EXPERIENCE

- 2012 - 2013 DATABASE MANAGER, Virginia School Boards Association, Charlottesville, VA**
- Primary manager of the main database system housing all confidential information relative to every public school board member across the state of Virginia.
  - Solely responsible for updating all board records encompassing each member's continuing education, meeting attendance, positions held on the board, etc.
  - Consolidated and reconciled over 6,000 historical records to facilitate initiation of a major software upgrade.
  - Oversaw implementation of software upgrade, successfully transferring all member data and troubleshooting problematic issues with 100% resolution.
  - Provided various member data reports to the Executive Director upon request.
  - Created a detailed and organized training manual for my current position to instruct future employees upon my departure.
- 2011 - 2012 CONTRACTOR, Adams & Garth (Whiting-Turner Company), Fishersville, VA**
- Contracted administrator for Superintendents erecting the Augusta Heart and Vascular Center in Fishersville, VA.
  - Auditor of all architectural drawings detailing various components and scope of project work.
  - Created and implemented an Administrative Manual to standardize all pertinent information relevant to administrative practices.
  - Continually sought out areas for process improvements.
- 2009 - 2011 EXECUTIVE ASSISTANT, University of Virginia, Charlottesville, VA**
- Provided direct support to the Interim AVP and COO for the Hospital and Clinic Operations within the University of Virginia Health System.
  - Corresponded directly with the Board of Trustees, preparing materials and documenting member activities.
  - Entrusted with highly confidential information pertaining to various business operations.
  - Coordinated calendars, scheduled meetings, arranged management travel and prepared routine business correspondences, including the summation of meeting minutes.
- 2006 - 2008 REGULATORY OFFICE MANAGER, Alltech Biotech Corp., Nicholasville, KY**
- Supplied organizational support for Regulatory department and two Vice Presidents of a billion dollar Biotechnology Corporation.
  - Customized and re-designed a Regulatory Share Point communication system for all product specifications to streamline information for all internal employees thereby increasing customer satisfaction.
  - Acted as security liaison for accessibility to confidential, corporate-wide protected documents.
  - Prepared written reports in support of research and analysis findings of market competitors.
  - Maintained database of sample requests for biochemical components in various products.
  - Instituted a reporting and tracking database to maintain and analyze all annual budget expenses for entire regulatory department.
  - Coordinated all executive travel arrangements including international travel and passport requirements.
  - Disseminated pertinent information to senior level executives with regard to all critical projects.
  - Provided detailed organization of daily schedules, calendars, meetings and personal events.
- 2001 - 2005 IMPLEMENTATION PROJECT ANALYST, Amerigroup, Virginia Beach, VA**
- Oversaw the production and coordination of over 200 national marketing project initiatives simultaneously.
  - Orchestrated annual national sales conference for 300+ marketing representatives and directors including all conference logistics, contract negotiations, exhibitors, vendors, and participant travel.
  - Researched, selected, and installed upgraded system application for all marketing projects, reducing

turnaround job timelines by over 60%.

- Co-designed, developed and implemented a fully stocked company online store for marketing and employee promotional products including all purchasing transactions for fulfillment.
- Developed advertising campaign with Radio Disney in multiple business markets targeting nationwide epidemic, childhood obesity.
- Identified and tracked potential business opportunities within state issued RFPs, coordinating the production of all response submissions to include the largest winning bid in the company's 10-year history.
- Researched competitive analysis information to develop sales materials for internal state lobbyists.
- Educated health plan associates about all applicable state approval processes regulated under the federal CMS guidelines and JCAHO standards.
- Effectively teamed with Corporate Communications to create and develop copy for marketing brochures, handbooks, advertisements, etc.
- Spearheaded initiative to collectively brand and support company-wide directives by improving brand awareness in the market community.
- Participated in focus group analysis in support of strategic planning purposes.
- Organized, purchased and produced all marketing trade show materials in support of strategic business initiatives.
- Reconciled marketing database tracking with job history, invoices, affidavits, samples, and total hours.

1994 – 1998 **STORE OPERATIONS MANAGER, Southern Amusements, *Virginia Beach, VA***

- Delegated all day-to-day business operations of the largest resort entertainment venue in Hampton Roads.
- Recruited, staffed, trained and supervised approximately 50 full and part-time employees, providing educational support on all internal systems.
- Synchronized all Safety Department Operation certifications including all aspects of OSHA compliance and maintenance.
- Managed a multimillion-dollar budget, reporting all financial information accurately to corporate headquarters.
- Maintained all human resource and personnel documents such as employee applications, disciplinary records, and payroll information.
- Processed all tax reporting requirements for individual employees and overall business.
- Successfully initiated "Employee of the Month" program.

## MEMBERSHIPS AND CERTIFICATIONS

Member of the Small Women and Minority Business Owners (SWAM)

Member of the National Association of Women Business Owners (NAWBO)

Member of FOCUS women's group in Charlottesville, VA

2012 New Business Entrepreneur: *Legz Resume DeZign Studio*

Completed Six Sigma (Greenbelt) Management Training Program

Completed Fred Pryor Leadership Skills Training Program

Corporate Walk America Team Captain for the March of Dimes

Member of Toastmasters International

Member of the Potomac Appalachian Trail Club

Member of the Habitat for Humanity of Charlottesville

Certified Notary Public for the State of Virginia