

Action/Information Item

Personnel, Evaluation and Nominations Committee

Consideration of Designation of EDFUND Employee Director

The Committee will consider the designation of Molly Greek as the new employee director to the EDFUND Board.

Molly Greek, PMP

Work (916) 526-7530

Management/ Project Management/Sales and Marketing

A business professional with thirteen years experience in customer service, operations, sales, and product development. Proven abilities in project management, marketing, management, and staff development. Adept at establishing relationships with staff and customers. Demonstrated ability to establish structure in departments and deliver projects/assignments on time.

SUMMARY OF QUALIFICATIONS:

- Leads and motivates team members and staff to complete ambitious goals.
- Successful at planning, organizing, and controlling activities to ensure that tasks are completed on time and within budgetary constraints.
- Proficient manager of multiple project teams in a matrixed environment.
- Skilled written and oral communicator, proficient trainer and presenter.

PROFESSIONAL EXPERIENCE:

EDFUND - Rancho Cordova, CA (3/99 – present)
(2nd largest Student Loan Guarantor in country - Non-Profit auxiliary of CA Student Aid Commission)

DIRECTOR CLIENT SERVICES (3/04 – present)

Managed six sales staff for the Northern California region and one technical support associate for the entire state. Responsible for maintaining current accounts and building increased volume to meet volume goals on a yearly basis. Responsible for building industry relationships by attending conferences, meeting directly with clients, and conducting presentations. Presented technical solutions to clients and assisted with implementation and training.

- Maintained existing account volume and grow the region by 35% in one year.
- Implemented advanced Sales Training class for the entire country's sales staff.
- Developed sales staff to achieve higher level of professionalism and skill set.

STRATEGIC PROJECT MANAGER (1/02 – 3/04)

Managed and performed analysis for large-scale business critical projects. Performed all project management functions including RFP coordination (procurement), project costing, risk management, and post-implementation review. Responsible for oversight on all internet/intranet projects, ensuring that consistent progress was made to achieve defined milestone dates and project goals. Created and maintained overall master schedule for all strategic projects for company, included resource usage across the organization. Reported overall status of strategic projects to executive level.

- Received Overall Employee of the Month award in 2002 for superior achievement.
- Project Manager for the highest priority strategic projects for organization.
- Implemented rapid application development web projects.

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MANAGER, PROJECT MANAGEMENT & ANALYSIS (2/01 – 12/01)

Implemented PMI's Project Management standard methodology and templates and Systems Analysis standard methodology and templates. Created orientation and training program for project management and analysis department. Mentored, managed, and evaluated a staff of ten project managers. Managed high-risk complex web and new technology projects.

- Created career pathing positions for project managers, promoted two staff members after developing their potential.
- Instituted training plan for staff that culminated in opportunity for PMI certification.

PROJECT MANAGER AND SYSTEMS ANALYST (3/99 – 1/01)

Developed detailed business and system requirements and led project teams in creating two new websites for student loan counseling and loan calculator. Performed system analysis and QA testing for custom interface for Oracle Financials. Worked with on and off-site programmers and coordinated implementation with multiple internal departments on multiple web, client server, and mainframe projects.

- Launched online loan counseling application one week ahead of schedule, currently used by hundreds of schools and thousands of students.
- Project Manager for successful mainframe project with 60 resources over 18 months.

FRANKLIN TEMPLETON GROUP -Rancho Cordova, CA (3/93 – 3/99)

SENIOR OPERATIONS MANAGER – Research & Adjustments (1/97 – 3/99)

Utilized project management methodologies to direct various agency-wide initiatives and maintain cross-site consistency. Created operational procedures for departments across sites. Managed, hired, and evaluated 60-90 employees. Provided budgetary planning, cost control and direction for department operating budget and introduced policies to control department operating expenses.

- Project lead for error correction on the conversion of accounting systems that resulted in consolidating six million shareholder accounts onto one system.
- Developed Orientation & Training program that was implemented at over 20 departments at three sites for the division.
- Developed and implemented an automatic input program and workflow for complex account corrections that saved the company \$30,000.00 in one month. This method was implemented in over 30 business units across multiple sites.

OPERATIONS MANAGER – Payments & New Accounts (7/95 - 1/97)

Responsible for hiring, training, evaluation, and incentive bonuses for 30-60 employees. Mentored staff by tracking independent goals and monitoring performance. Ensured successful upload of remittance files averaging \$5 million a day.

- Project lead for successful conversion and testing of Unisys remittance software & hardware. The new system improved productivity by 30% and quality by 10%.

ASSISTANT MANAGER – Legal Transfers & Correspondence (1/94 - 6/95)

REGISTERED REPRESENTATIVE, Legal Transfers & Correspondence (3/93 - 12/93)

PROFESSIONAL EDUCATION:

MASTER OF BUSINESS ADMINISTRATION, Concentration: Marketing
Golden Gate University - Sacramento, California (December 1997)

BACHELOR OF SCIENCE, Concentration: Economics & Textile Marketing
University of California, Davis (December 1990)

Relevant Continuing Education:

- Developing and Maintaining Positive Sales Relationships – AMA (2 day course)
- Various internal Sales and Sales Management training
- Risk Management – George Washington University (3 day course)
- Database Design, Development, & Management - UCD Ext. (10 week course)
- Introduction to Datacom & Networks – The Learning Tree (4 days)
- Essentials of Data Modeling – Train Right (5 days)
- Project Management certificate - Dept. of General Services (12 days over 5 months)
- Beginning Systems Analysis, Yourdon – Computer Systems Development (5 days)
- Web Design & HTML Authoring – Web Academy (5 days)
- Applied Project Management - Knowledge Structures (3 days)
- Understanding Project Management & Project Software - Catapult (4 days)
- Managing Relationships in Collaborative Projects (1 day)
- Creative Problem Solving (3 days)
- Managing Change (3 days)
- Writing Technical & Functional Specifications (1 day)

COMPUTER SKILLS:

- Proficiency with: Most EDFUND web applications, Visio, Microsoft Project, Word, Excel, Access, PowerPoint, Oracle Financials, VPMi and Unisys remittance processor applications.
- Familiarity with: ABM (Activity Based Costing), HTML, XML, basic CGI scripting, Cold Fusion, ELM, JAVA, Natural ADABAS, Peoplesoft and WinCVS.

PROFESSIONAL ORGANIZATIONS & LICENSES:

- Associate Editor of CASFAA Newsletter 2006, Editor 2007, member of CASFAA Executive Council
- Past Instructor at UCD Extension, “Developing and Managing Business Requirements,” “Time and Cost Management” and “Risk Management.”
- Project Manager Professional, PMP certified by the Project Management Institute