

Kathryn V. Cantrell

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LEADERSHIP EXPERIENCE AND MEMBERSHIPS

Served in several
offices and committee
positions within social
and academic groups:

NOVA Community
Chorus
Tampa AIDS
Network
Kappa Delta
Sorority
University Singers

EDUCATION

University of South
Florida - Tampa
Bachelor of Arts in
Psychology

ADDITIONAL EXPERIENCE

Exceptional general
and online
computer
knowledge and
skills. PC & Mac.
High proficiency
with Microsoft
Office, including
Microsoft Word,
Excel, PowerPoint
and Access.
Knowledge of
HTML.
Proficient with SAP
sales/distribution
module and iMIS
database.

PERSONAL INTERESTS AND ACTIVITIES

Vocal music
performance, film,
philately and
reading.

EMPLOYMENT

American Forests – Washington, DC

Project Manager, Urban Ecosystem Center (July 2007-present)

- Responsible for overseeing the Center's project logistics, budgets and work flow and preparation of proposals, contracts, project logistics, and project deliverables.
- Responsible for overseeing all of the tasks associated with planning the conference, logistics, working with staff, consultants, and conference partners; manage conference details including timeline, budget, program, registration, outreach and publicity, web content, speakers and moderators and exhibits.

Food Processing Suppliers Association – McLean, Virginia

Manager, Special Projects (May 2003-July 2007)

Temporary Employee (January 2003-April 2003)

- Management of annual trade association member conference, including site research, contract negotiation, attendee registration, housing coordination, program development and implementation, budget analysis and oversight, supplier coordination, sponsorship program organization, speaker management, onsite execution and more.
- Administration of FPSA Foundation scholarship programs and annual academic competition events. Partnerships with industry associations and the USDA. Budgetary responsibility, award jury coordination, complete event management. Accomplishments include complete overhaul of foundation materials, events and databases.

UCB Pharma, Inc. - Smyrna, Georgia

Senior Sales Customer Service Representative (January 2001-August 2002)

Sales Customer Service Representative (December 1998-December 2000)

- Dedicated home office liaison with 540+ field pharmaceutical representatives, district managers, and regional directors – internal liaison position, rather than sales.
- Collaborated with internal Marketing, Trade Relations, Medical Affairs, Sales Operations and Sales Training departments for numerous product sample and promotional literature sales force projects. Conducted regular training sessions for sales representative classes.
- Accomplishments include: development, initiation, and completion of automation of the sales force ordering procedures; creation of patient and physician tracking database for Keppra Patient Assistance Program; overhaul of personnel database and SAP input for all sales force members.

State of Florida WAGES Program, Executive Office - Tampa, Florida

Program Specialist (February 1997-August 1997)

- Required independent action related to obtaining, maintaining and storage of materials, databases, and for the development of Program materials to be used in the education of the Program staff, public, and public officials.
- Maintained and coordinated activities, information, and communication for the executive director, state board of directors, and local WAGES coalitions throughout the state of Florida. Established and maintained Local Coalition Directory database.
- Coordinated all aspects of State Board of Directors' meetings.

Blockbuster Video - Tampa, Florida and Marietta, Georgia

Assistant Manager (August 1997-October 1998)

Customer Service Representative (December 1992-February 1997)

- Manager duties include everything from day-to-day basics of running shifts to employee screening, hiring, training and store scheduling. Store Manager candidate.

