

Experience: Aetna March 2019 - Present
Senior Strategic Proposal Writer

- Contribute to business growth by strategically and creatively responding to RFPs, RFIs, surveys, and questionnaires
- Collaborate with sales partners to develop strategic value messaging
- Work with subject matter experts to present products, tools, and concepts to customers in a constantly changing industry

Bio-Investigations LTD June 2018 – March 2019
Project Analyst - Contract with Gaylord Hospital

- Develop strategic business partnerships for Gaylord Hospital to increase research and research funding with organizations aligning with Gaylord's specialties and goals
- Author of white paper on topic of concussions to be used to advance Gaylord's standing in the area of concussion rehab
- Support project by helping monitor project scope and milestones through entire lifecycle
- Perform ongoing SWOT analysis of Gaylord Hospital
- Responsible for all other work as determined by management

Frosted Takes & Freelance September 2017 - Present
Owner

- Owner and creator of professional website frostedtakes.com
- Responsible for growing traffic and building online and social media presence, leading to a 500% increase in traffic in five month time span.
- Author of all content on site
- Self taught proficiency in SEO
- Freelance work has resulted in continual publication on official NBA website, as well as contract work with basketball analytics site bball-index.com

Aetna February 2016 – July 2016
Senior Audit Consultant

- Proficient review of business operations, mitigating risks, and providing process improvements
- Led walkthroughs with business areas to identify internal controls
- Developed control test plans used to evaluate control effectiveness
- Built and delivered audit training to department and QI Marcos training to analytics team
- Drove Value Stream Mapping exercise of audit methodology that resulted in the audit process decreasing from 120 days to 60 days
- Main point of contact for business area, responsible for addressing and satisfying all questions, concerns, and needs for business area
- Mentored new hires and interns, and delegated audit tasks
- Active member on the Training & Development CPI team

Aetna
Audit Consultant

March 2014 – Feb 2016

- Reviewed business operation processes to identify key controls and control gaps
- Executed sample based testing to evaluate control effectiveness
- Documented audit records, responsible for maintenance and retention of records
- Developed, administered, and analyzed survey to evaluate summer intern program

U.S. Chemicals
Compliance Specialist

Feb 2013 – March 2014

- Ensured regulatory compliance for all business activities related to transportation and chemical records
- Created and implemented standard procedures and protocol for all business activities
- Leader of Culture Team; established company culture, values, and core behaviors

Bio-Investigations LTD
Project/Client Manager

May 2010 – Feb 2013

- Lead project team responsible for selling the service of a mobile diagnostic unit to health care facilities in Connecticut
- Main point of contact for clients, responsible for addressing and satisfying client questions and needs
- Developed and delivered sales presentation to health care facilities in Connecticut
- Developed and implemented direct marketing strategy targeting health care facilities

Education: **Southern Connecticut State University**
Masters in Business Administration

Graduated Dec 2012
With Honors

Adelphi University
Bachelors of Economics

Graduated May 2010