

ELIZABETH J. BAILEY
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SUMMARY

Motivated, dedicated professional with a proven ability to manage multiple, simultaneous tasks and projects for dynamic and demanding teams. Respected team member, recognized as an asset for creating and maintaining key working relationships, and often cited for flexible and diplomatic style.

PROFESSIONAL EXPERIENCE

MANPOWER Inc., 2006 - Present
IBM Contractor - Worldwide Briefing Operations
Research Triangle Park, North Carolina

- Design and develop training and instruction for the worldwide briefing center team.
- Serve as software briefing point of contact for the worldwide IBM sales force and business partners.
- Track initiatives and acquisitions activities for the business development leadership team.
- Act as the focal point for collecting, analyzing, and reporting the program's worldwide metrics on a monthly, quarterly, and annual basis.
- Manage the SW EBC four week preview.
- Work on various projects as needed.

MANPOWER Inc., 2004 - 2006
IBM Contractor - Briefing Coordinator
Research Triangle Park, North Carolina

- Served as first point of contact for all incoming briefings and scheduling inquiries.
- Represented the Austin software executive briefing center (EBC) on the MarketBound database system committee.
- Tracked and measured monthly activity, performance and statistics for all worldwide IBM software executive briefing centers.
- Created and continually implemented system for tracking business closed as result of customer briefings.
- Owned and managed EBC calendar.
- Coordinated creation of customer deliverable citing all EBC and Austin area information for visiting clients and sales teams.

IBM CORPORATION, 2000 - 2003

Briefing Manager

Austin, Texas

- Worked closely with sales representatives, product teams, briefing staff, and senior executives to manage successful customer briefings.
- Teamed with executive briefing center (EBC) staff to produce 270 events and touch \$1.5B in revenue per year.
- Established and maintained ongoing working relationships with key internal individuals and organizations.
- Led go-to-market effort with weekly preview of upcoming briefings to targeted senior sales executives for all worldwide SWG EBCs.
- Served as Austin's liaison to the EBC-wide common form committee.
- Facilitated solutions to operational problems with the EBC database system.
- Tracked and measured monthly activity, performance, and statistics for Austin and Raleigh EBCs.
- Combined and reported monthly statistics for all worldwide SWG EBCs.

TEXAS ASSOCIATION OF REALTORS®, 1999 - 2000

Membership Coordinator

Austin, Texas

- Served as liaison between Texas Association of REALTORS® (TAR) Membership Department and TAR local boards.
- Conducted training classes and provided database technical support.
- Negotiated with Rainbow Software developers on licensing, support, and product costs.
- Developed and maintained processes for communicating and promoting TAR Membership's offerings to members and local boards.
- Managed and maintained the integrity of TAR's Membership database.
- Moderated informational sessions regarding membership processes for the local boards' Association Executives.
- Designed and edited TAR Membership Manual.

TEXAS HOUSE OF REPRESENTATIVES, 1999

Administrative / Legislative Aide

Austin, Texas

- Monitored House Agriculture & Livestock Committee.
- Coordinated and maintained the Member's schedule.
- Fulfilled constituent requests and drafted constituent correspondence.
- Acted as a conduit between the Member and special interest groups.
- Fielded inquiries from constituents, special interests, members of the press, and other legislators.

REPUBLICAN PARTY OF TEXAS, 1998 - 1999

Events Coordinator
Austin, Texas

- Coordinated fundraising/political events.
- Developed, strengthened, and maintained donor relationships, and recruited new donors.
- Created and maintained system for tracking donor contributions.
- Orchestrated and directed event logistics, including venues, invitations, meals, entertainment, decorations, programs, volunteers, travel, and event follow-up.
- Controlled costs to facilitate highest returns on fundraising events.

EDUCATION

Master of Science in Instructional Technology
University of North Carolina Wilmington, 2007

Bachelor of Science in Interdisciplinary Studies (Elementary Education)
Minor in English
Abilene Christian University, 1997
Presidential Scholarship
Cum Laude

HONORS AND AWARDS

Marine Corps Air Station New River Officer Spouses' Club General Scholarship
Recipient, 2006
Kappa Delta Pi, 2006

TRAINING

Adobe Captivate 2, 2007
Adobe Dreamweaver CS3, 2007
Adobe Fireworks CS3, 2007
SPSS, 2007
Microsoft Project, 2006
SumTotalSystems ToolBook Instructor, 2006
Macromedia Captivate, 2005
Macromedia Fireworks, 2005
Macromedia Flash, 2005
Macromedia Dreamweaver, 2005
Presenter Skills for Executive Briefing Centers, 2003
IBM Signature Sales Method, 2001
Beginning Microsoft Access, 1999
Republican National Committee Campaign Finance School, 1998