

Fiona Fitzgerald

680 Pilgrim Drive, Foster City, CA 94404 (Fiona.fitzgerald@gmail.com; Cell #650 619 6177)

Objective

Seeking a business analyst or project coordinator position in Marketing, Finance or Operations

Profile

Degreed business professional with applied supply chain management and decision science skills. Superior written and verbal communication skills. Trained in project management, forecasting and accounting software (PeopleSoft). Proven leadership skills and ability to motivate small or medium groups. Conscientious, organized multi tasker with a history of innovation and realism. Possess a combination of technical, analytical and management skills with good attention to detail. Quick learner who readily accepts a challenge. Motivated, personable business professional with 18 years work experience.

Skills Summary

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|-------------------------------|---------------------------|--|
| ◆ Budgeting & Administration | ◆ Staff Management | ◆ Marketing Communications |
| ◆ Metric Design & Reporting | ◆ Presentations | ◆ Strategic Planning |
| ◆ Distribution Network Design | ◆ Sourcing | ◆ Demand Forecasting |
| ◆ Warehouse Management | ◆ Aggregate Planning | ◆ Business Analysis |
| ◆ Fulfillment Management | ◆ Project Management | ◆ Contract Management |
| | ◆ Sustainability Planning | ◆ Business Continuity Planning (LDRPS) |

Professional Experience

French Transit, Burlingame, CA – Graduate School Sustainability Project Aug 09 – To date

Research/implement San Mateo Green program Certification at corporate and warehouse facility

Franklin Templeton Investments (FTI)

1990 - 2004

Director of Marketing Operations

2000 - 2004

- Coordinate production of legal & marketing printed materials. Manage print contracts (\$23 million)
- Administer five cost centers – Print Planning & Purchasing, Contracts, Marketing Systems, Literature Fulfillment and Publishing (133 employees, est. manage budget \$20 million)
- Collaborate with creative design, advertising, sales, marketing, research and legal departments on print projects to assess customer needs and optimize production methodology
- Forecast inventories for 2,352 SKUs considering compliance, market volatility, and economic order quantities (implemented Economic Order Quantity – EOQ: reduced backorders and tossouts from 7% to 2% and 10% to <2% respectively)
- Complete business presentations to Franklin Templeton executive team and marketing groups
- Develop one and five year strategic plans. Assess quarterly and report status
- Secure funding for Next Generation Marketing (NGM) system to automate print production workflow. Assume overall lead in design & implementation . Payback period < 5yrs - labor savings.

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Franklin Templeton - Manager Shareholder Communications (interim six months) 2000

- Complete business process review and analysis on shareholder mailings. Eliminated dividend notifications (savings \$3 million). Coordinated creation and distribution of shareholder reports and quarterly newsletter
- Coordinate year end mailings to 3.3 million shareholder (Tax Booklet, 1099 –DIV, 1099 –B)

Manager , Print Production Operations (FTI) 1998 – 2000

- Develop Economic Order Quantity Models for each literature type
- Automate print purchasing process in FileMakerPro

Supervisor - Cashier Operations (FTI) 1990 - 1998

- Process daily wire order trades

Allied Irish Banks, Ireland–Senior Bank Official 1982–1990

- Cashier, Foreign Exchange, Lending, Credit Cards, New Business, Securities

Education

- 2009 Part time graduate student at SFSU – Decision Sciences focus (Supply Chain Management, Project Management, Data Analysis)
- 2009-10 Women in Logistics Scholarship (Graduate Studies)
- 2004 - 2009 BS Business Management – Magna Cum Laude, San Francisco State University
- 2008- 2009 Beta Gamma Sigma Member (GPA 3.83), Osher Scholarship
- 1998- 2001 11 Finance classes at University of California, Berkeley
- 1990- 2004 Series 6, Series 7 (National Association of Security Dealers license)

Interests

- **Athletics:** Bike Riding (Chico Century 2009), Open Water Swimming (Alcatraz 2004); Triathlon (Wildflower Long Course 2003), All Ireland School Girls Rowing Championships (1980)
- **Volunteer:** Peninsula Humane Society (TLC), Irish Gaelic Athletic Association, Aragon High School
- **Special Interests:** Corporate Social Responsibility and Sustainability for Future Generations, Human Rights, Criminal Justice System, Travel

References

Academic and professional references available upon request