

BETH SIGREN

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SUMMARY

Successful Management, Effective Communication

Foresightful, discerning, and proactive approach to business solutions. Over 25 years experience in project and personnel management, business analysis, and communication.

EXPERIENCE

Project Management

- Contribute as organization's sole resource to manage 22 contractors and to design and run a complex training program from business analysis through steady state
- Design, evaluate, and create project plans to maximize efficiency, completeness, consistency, and productivity
- Manage international and local teams
- Manage personnel across shifts
- Hire, lead, supervise, motivate, evaluate, and train personnel
- Manage projects, including personnel, identifying tasks, work assignments, project tracking/milestones, budgets, testing, and consumable resources

Business Analysis

- Easily able to determine business objective(s) and the perspective of the target audience, then specify requirements that fulfill both the objective(s) and perspective
- Analyze business processes and work flow
- Assess business needs and identify process improvements
- Determine key players and roles
- Develop technical specifications
- Determine cost factors and calculate ROI
- Design and organize required documentation and supporting documentation
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Communication: Facilitation, Training, Marketing, and Technical Writing

- Facilitate communication to achieve consensus
- Liaise between technical and nontechnical persons, including multiple levels of corporate, university, and government personnel; the general public; and at-risk youth
- Communicate expectations of project vision throughout an organization
- Communicate project requirements, tasks, and status
- Instruct technical processes and Web- and business-related courses
- Interview Subject Matter Experts
- Design a multi-tiered Web certificate program adopted by Continuing Education at the University of Colorado at Boulder
- Design and develop marketing materials, product packaging, web sites (including content organization and graphic design), and newsletters
- Design and develop technical manuals, proposals, and progress reports

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EDUCATION

August 1993, B.S. Computer Information Systems, Summa Cum Laude, Regis University, School of Professional Studies, Denver, CO

Career and Technical Education Credential from the Colorado Community College System for Business Education

EMPLOYMENT HISTORY

January 2009 to date

Project Manager and Special Projects

January 1993 to date

Project Manager, Business Analyst, Instructional and Curriculum Designer, Instructor, Web Developer

June 2007 to January 2009

Project Manager, Business Analyst, Senior Technical Writer

October 1996 to February 2004

Project Lead, Webmaster, Programmer, Systems Administrator

April 1995 to August 1996

Systems Administrator and Instructor

January 1991 to January 1993

Project Lead, Systems Administrator, Instructor

July 1986 to September 1990

Supervisor, Instructional Designer, Instructor, Senior Information Center Specialist