

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

Management

- Contribute as organization's sole resource to design and manage a complex training program (business analysis through steady state) and manage 22 contractors
- Manage and coordinate offsite conference with 200 attendees and 100 vendors
- Design, evaluate, and create project plans to maximize efficiency, completeness, consistency, and productivity
- Manage projects: identify tasks and milestones, create and monitor budgets and schedules; and create and present progress reports and end-of-project analyses
- Manage international and local teams and manage personnel across shifts
- Hire, lead, supervise, motivate, evaluate, and train personnel

Business Analysis

- Determine business objectives and perspectives of target audiences, then specify requirements that fulfill both
- Assess business needs, identify goals, and develop attainment strategies
- Analyze business work flow and identify improvements
- Determine cost factors and calculate ROI
- Identify key players and roles
- Develop technical specifications and required documentation

Communication: Facilitation/Liaison, Business Writing, Education, and Marketing

- Facilitate communication to achieve consensus
- Liaise between technical and nontechnical persons, including multiple levels of corporate, university, and government personnel and the general public
- Design, facilitate, and manage a technical national conference (~350 attendees)
- Communicate expectations of project vision through departments and organizations
- Communicate multi-departmental business processes
- Design, develop, and present business proposals, progress reports, and technical presentations for technical and nontechnical audiences
- Design a multi-tiered Web certificate program adopted by Continuing Education at the University of Colorado at Boulder
- Design, develop, and instruct technical and business courses
- Design and develop marketing materials, product packaging, web sites (including content organization and graphic design), and newsletters

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EDUCATION

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

Certifications

- Agile Certified ScrumMaster
- Introduction to Capability Maturity Model Integration (CMMI) for Development, version 1.3
- Information Technology Infrastructure Library (ITIL) Foundation Certificate in IT Service Management
- 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 June 2007

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

June 2007 to January 2009

Project Manager, Senior Business Analyst, Senior Technical Writer

April 1995 to February 2004

Project Lead, Webmaster, Programmer, Systems Administrator

January 1991 to January 1993

Project Lead, Systems Administrator, Instructor

July 1986 to September 1990

Supervisor, Instructional Designer, Instructor, Senior Information Center Specialist