



Résumé

Jennifer M Alluisi MA Ed

Experience

Program Director, March 2007 – present

Director of Education, March 2007 – present

Program Manager, July 2005 – March 2007

Manager of Educational Programs, December 2004 – March 2007

Senior Administrative Assistant, March – December 2004

Custom Management Group, LLC; 2004 to present

Current responsibilities:

- Coordinate the application process for all certification examinations
- Coordinate the application process for all recertification requests
- Coordinate communication and contracting with the testing vendor for all certification programs
- Oversee the administrative portion of the development of any new certification programs
- Liaise with certification committees and execute any tasks/goals directed by them
- Oversee the governance and administration of all mentoring programs
- Oversee the preparation of evaluations for all educational programs, including selecting the format and questions for evaluations
- Coordinate the application process for any necessary continuing education accreditation and advise client committees and Program Director on any guidelines the event must meet to ensure compliance with continuing education accreditation regulations
- Coordinate the publication of online training programs to a format suitable for web viewing
- Oversee/execute logistic and financial arrangements for events:
 - vendor contracts
 - participant registration
 - room set-up and audio-visual requirements
 - database maintenance
 - supply and gift ordering
 - packing and shipping of materials to and from event site
 - reviewing, approving and coding of invoices for payment
- Oversee/execute programmatic arrangements for events:
 - program committee liaising
 - organization of content and schedule of events
 - abstract submission and speaker communication
 - preparation of materials
- Coordinate speaker communications and deadlines for presenters to submit information for marketing and programming purposes

- Oversee the development of new programs and membership benefits for the client
- Oversee/execute the design and content of publications and materials for clients:
 - event and membership brochures
 - advertisements
 - press releases
 - abstract books
 - program books
 - websites
- Assist in the development of the client's annual and event/project budgets and monitor expenses during the year or course of the event/project
- Oversee/coordinate fundraising efforts
- Oversee client elections and balloting
- Prepare official correspondence on behalf of client leadership or Executive Director
- Establish evaluative criteria and develop event/project evaluations in conjunction with client leadership, and report findings to interested parties
- Oversee maintenance of accurate calendar information (on CMG shared calendar) for the client
- Oversee maintenance of client database
- Oversee maintenance of client electronic and hard-copy archives
- Oversee maintenance of client policies and procedures
- Participate in client meetings upon request
- Prepare client meeting agendas and minutes upon request
- Assist CMG officers with staffing issues
- Conduct CMG applicant interviews
- Participate in CMG strategic planning and assist officers with strategic goal fulfillment

Processing Manager; 2002 to 2004

1st Nations Mortgage Corp.

Responsible for managing all aspects of the processing side of a national mortgage company, including: supervising as many as 20 processors at a time; handling a large percentage of all customer complaints and problems; reviewing all files prior to their submission to underwriting; maintaining positive relations with lenders; working collaboratively with all other managers in the company (and primarily the Sales Manager and Director of Compliance) to ensure customer satisfaction and correct processing procedures to effectively adhere to all laws and regulations regarding the mortgage brokerage business.

Gifted Resource Teacher; 2000 to 2002

Sutherland Middle School, Albemarle County

Responsible for coordinating a group of approximately 125 gifted middle schools students, including: identifying new students for gifted services; coordinating and managing Destination Imagination teams, the Stock Market Game, the Knowledge Master Open, National History Day, Youth Leadership Initiative, Let's Get Real (a real-life problem-solving competition) and Book Club; communicating regularly with parents

and administration; collaborating on differentiated curriculum issues with colleagues; serving on the gifted services Transition Task Force and the Sutherland Middle School Achievement Team.

Graduate Assistant; 1999 to 2000

Special Education Projects Office, College of William and Mary

Assisted faculty and staff with major administrative tasks, including: aiding in layout, editing and publishing biannual newsletters; doing background research for and editing/proofreading pending faculty publications; primary organizer and assistant for the 1999 Resource/Collaborating Teaching Symposium; assisting faculty in preparing for classes.

Education

College of William and Mary, MA Ed, Gifted Education; 2000

College of William and Mary, BA, English; 1999

Computer Skills

Proficient with:

- Windows including XP, Vista and 7
- Microsoft Office Professional (2003 and 2007) including Word, Excel, PowerPoint and Outlook
- iMIS 15
- Crystal Reports 8.5
- Informz for iMIS
- Adobe Creative Suite 4 including Acrobat Professional, InDesign, PhotoShop and Dreamweaver
- Internet browsers including Internet Explorer, Mozilla Firefox and Safari
- Articulate Presenter
- Filemaker Pro
- NCH SwiftSound WavePad
- TechSmith SnagIt
- Lmhsoft e-Campaign

Professional Training

Accreditation Council for Continuing Medical Education

Accredited CME as a Bridge to Quality, July–August 2008

American Society of Association Executives (ASAE)

Online Credentialing Conference, October 2008

ASAE Professional Development Management Series (online course), March–April 2008

Europe Today: What Associations Need to Know (audio conference), November 2007

ASAE Annual Conference, August 2006

Hotel Operations Program, September 2004

American Society for Training and Development (ASTD)

TechKnowledge 2010 Virtual Conference, February–March 2010

Center for Nonprofit Excellence (CNE)

Brown Bag Lunch series: How to Write Surveys, October 2007

Hospitality Sales and Marketing Association International (HSMAI)

WorldQuest International Meeting Planning Program, July 2006

Affordable Meetings National, September 2005

Institute for Credentialing Excellence (ICE) [formerly the National Organization for Competency Assurance (NOCA)]

Annual Educational Conference, November 2009

McClung Companies Training Program

Essentials for Design: Adobe Photoshop CS Level Two, November 2005

NiUG International [iMIS Users Group]

NiUG Annual Discovery Conference, September 2009

SkillPath/CompuMaster

The Essentials of Crystal Reports, November 2009

Professional Affiliations

Member, American Society of Association Executives (ASAE); January 2006 to present

Member, American Society for Training and Development (ASTD); February 2010 to present

Member, American Mensa, Ltd; December 2006 to present

Member, Institute for Credentialing Excellence (ICE); November 2009 to present