

Marley McAllister

Winter Springs, FL 32708 | mcallistermarley@gmail.com | (703) 966-0170

SUMMARY

- 3+ years experience in personnel, project, and program management
- Managed program budgets in excess of \$5 million
- Developed and maintained multiple schedules for concurrent projects
- 3+ years' experience drafting project plans and task orders
- Goal-oriented leader with the ability to effectively manage multiple projects and tasks
- Possesses excellent writing and speaking skills, analytical thinking, initiative, and personal motivation
- Proficient with several project management tools, including Microsoft Project, Excel, PowerPoint, and SharePoint

WORK EXPERIENCE

Director of Communications, Keller Williams Advantage

November 2017– Present

- Oversees the technology and communication systems within the Market Center. Managing company brand and reputation, while developing, implementing, and evaluating communications plans for 180+agents.
- Responsible for putting communication vehicles into place to create momentum and awareness, as well as to test the effectiveness of communications activities.
- Track and measure the level of engagement within the Market Center over time to build systems that will sustain Keller Williams' reputation for quality, reliability, and customer satisfaction.
- Develop strong relationships with vendors and agents, within and without the business.
- Facilitate new agent intake, while helping agents acclimate to the Market Center systems.
- Promote and organize special events for the Market Centers.
- Develop internal publications such as newsletters, email announcements, social networking publications, special projects and assignments.

Training and Sales Associate, Aesthetic Solutions, Inc.

November 2016 – November 2017

- Represent various manufacturers of capital medical equipment, predominantly aesthetic based, throughout Florida.
- Develop and maintain client relationships through networking events, cold calling, and emailing marketing.
- Responsible for installing the equipment and post- sale training of the physician and staff on equipment uses.

Project Manager, Vencore, Inc.

August 2015 – November 2016

- Responsible for the development and implementation of project management plans to identify activities, events, and documentation which are key for project execution, along with maintaining an integrated master schedule accounting for all assigned project activities.
- Assisted with the development of cost estimates and project budgets for multiple projects.
- Identified and addressed risk, opportunity, and interdependencies with other FPS, DHS or external systems.
- Executed specific project tasks as required by the Government, and participated directly in the development of required programmatic documentation.
- Responsible for tracking risks and opportunities within assigned projects, including development and implementation of mitigation plans.
- Provided advanced notification of any deviation from budget, schedule, or resources to Information Technology Division management.
- Lead periodic briefings to Government leadership personnel, outlining project status and identified any issues requiring project management intervention.

Property Services Coordinator, Lincoln Property Company

December 2014 – April 2015

- Effectively computed, classified, and recorded numerical data to maintain financial records while assisting with leasing, marketing and tenant relationships for government and commercial communities.
- Prepared and managed tenant events for 300+ tenants. Maintained property by investigating and resolving tenant complaints.

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EDUCATION

James Madison University - Bachelor of Science in Communications; Political Science

Relevant Coursework:

Communication Research

- Introduced principles, methods, and analysis techniques used in academic research through designing and planning a complete research project to be performed in subsequent courses.
- Designed, conducted, and analyzed in-person interviews with college students to identify contrasting aspects of the college experience compared to preconceived notions communicated by the students; prepared and presented comprehensive, written report; received IRB approval.

Argument and Advocacy

- Designed and conducted an event for the broader community of Harrisonburg to spread awareness about the local SPCA, their volunteer opportunities, and the importance of their causes; designed a public web log (via WordPress) and reported weekly on the importance of animal care and safety.

ASSOCIATIONS

The Society for Human Resource Management, Member