**CYNTHIA SANDERS**

Colorado Springs, CO ■ 252-252-1523 ■ cynthia.sanders@yahoo.com

**Profile Summary**

Accomplished and results-driven Business Management leader with over 13years of proven ability to successfully direct operations, project development, and marketing strategies. Highly successful in sales and exceptional experience in cultivating relationships with corporate executives that facilitates market expansion, positive growth and profitability. Able to align initiatives to achieve strategic objectives and goals. Experienced in leading project initiatives that streamline operations, while successfully maximizing revenue for corporation.

**Key Skills**

* Relationship Management
* Market Research
* Sales and Marketing Campaigns
* Client Cultivation
* Project Management
* Market Development
* Presentation Skills
* Team Development and Leadership
* Budget Development
* Strategic Planning
* Organizational Leadership
* Product Development

**Experience**

Some Educational Services Dallas, TX

**Administrative Specialist** May 2008-present

*COORDINATION:*

* Works with local legal assistance office on cases having legal implications, such as foreclosure and evictions, and the housing office to coordinate emergency housing for clients facing homeless situations.
* Establishes appropriate repayment schedules tailored to the client’s financial ability.
* Contacts appropriate branch of service headquarters, for cases to present the facts of the case, approval or disapproval authorization, and repayment schedule.

*MANAGEMENT:*

* Managed recruitment and admission of 30-45 ITT Tech Schools.
* Ensured files in the office were up to standards at all times.
* Administered business plans, forecasting, and budgets associated with approved strategic plans and projects, including local marketing, course scheduling and event planning.
* Initiated business development relationships with businesses, agencies and organizations (public and private) to achieve the strategic goals.

SCHEDULING:

* Supervised calendar for 15 staff.
* Maintained calendars for director ensuring meetings were current at all time.
* Created program calendar each month

Educational Services Dallas, TX

**District Director of Recruitment** February 2006-April 2008

COORDINATION:

* Works with local legal assistance office on cases having legal implications, such as foreclosure and evictions, and the housing office to coordinate emergency housing for clients facing homeless situations.
* Establishes appropriate repayment schedules tailored to the client’s financial ability.
* Contacts appropriate branch of service headquarters, for cases to present the facts of the case, approval or disapproval authorization, and repayment schedule.

MANAGEMENT:

* Managed recruitment and admission of 30-45 ITT Tech Schools.
* Ensured files in the office were up to standards at all times.
* Administered business plans, forecasting, and budgets associated with approved strategic plans and projects, including local marketing, course scheduling and event planning.
* Initiated business development relationships with businesses, agencies and organizations (public and private) to achieve the strategic goals.

Educational Services Are You Dallas, TX

**Regional Director of Recruitment** March 2005- January 2006

*COORDINATION:*

* Works with local legal assistance office on cases having legal implications, such as foreclosure and evictions, and the housing office to coordinate emergency housing for clients facing homeless situations.
* Establishes appropriate repayment schedules tailored to the client’s financial ability.
* Contacts appropriate branch of service headquarters, for cases to present the facts of the case, approval or disapproval authorization, and repayment schedule.

*MANAGEMENT:*

* Managed recruitment and admission of 30-45 ITT Tech Schools.
* Ensured files in the office were up to standards at all times.
* Administered business plans, forecasting, and budgets associated with approved strategic plans and projects, including local marketing, course scheduling and event planning.
* Initiated business development relationships with businesses, agencies and organizations (public and private) to achieve the strategic goals.

SCHEDULING:

* Supervised calendar for 15 staff.
* Maintained calendars for director ensuring meetings were current at all time.
* Created program calendar each month

**Education**

University of Texas Houston, TX

**Bachelors of Arts in Communications, Minor in Business** May 1991