

TERI A. EDIGER

ACCOMPLISHED PROJECT AND OPERATIONS MANAGER

- Experienced manager with proven track record in establishing proficient office organization, developing effective project management, and increasing office production.
- Demonstrated ability to quickly establish rapport with potential clients and communicate on all levels.
- Recognized for positive attitude, teamwork, independence, and ability to quickly gain assignment knowledge.

RELATED EXPERIENCE

PROGRAM ASSISTANT

3/02 – Present

Work Group on Health Promotion and Community Development, Life Span Institute, University of Kansas

Provide management support for research, academic, and professional personnel, while specializing in office and project management.

- Responsible for creating and maintaining a project management system in addition to ensuring communications among project initiatives and colleagues.
- Coordinate and serve as computer support between University specialists and office personnel.
- Responsible for managing the office support team consisting of five student hourly employees, including interviewing, training, and coordination of hiring and scheduling.

OPERATIONS MANAGER

3/00 – 3/02

C&L Industries, Inc.

Overland Park, Kansas

Responsible for establishing, supervising, and maintaining the operational functions of a supplemental staffing office.

- Aggressively recruit, interview, employ, and train new employees that specialize in the recruitment and placement of accounting and clerical staff, as well as handle all employee relation issues.
- Responsible for maintaining and managing top grossing company contract, supplying service for over 100 positions and regulating continual relations and negotiations.
- Maintain and control company vendor billing, accounts receivable/payable, processing of payroll for up to 180 temporary employees, as well as serving as the liaison between the corporate IS department and the local branches.
- Manage the administrative assistant and receptionist, while supporting an office staff of twenty.
- Create position advertisements, process highly confidential financial and employment records, as well as assist in the development of sales goals and motivational training methods.

MANAGER, APPLICATIONS ENGINEERING

6/98 – 3/00

Bio-Microbics, Inc.

Shawnee, Kansas

Accountable for managing the objectives, policies, and programs for the design and sale of onsite wastewater treatment systems.

- Train, assist, and educate clients on the proper technical, promotional, and competitive aspects of each product, as well as implement strategic marketing programs, conduct detailed sales presentations, and create/organize bid proposals.
- Aggressively sale, develop, introduce, and design products and systems in the United States and Internationally.
- Establish and implement methods to assist office organization and project management.

EDUCATION

BACHELOR OF SCIENCE - Civil Engineering

12/97

University of Kansas

Lawrence, Kansas

A four-year college recipient of the J. Parker Lewis Scholarship for academic excellence and leadership ability.

