

GLORIA P. REA

Cleveland, OH

e-mail: gloria@begloria.com

PROFESSIONAL PROFILE

A skilled communicator. Effective whether interacting within corporate structure or interfacing with external resources. Aligns personal goals with that of the company. Proficient with Quark Express, Adobe Illustrator, and Adobe Photoshop in the Macintosh environment, and with Microsoft Excel, Word and Access, along with various custom financial applications in the PC environment. Developing Macromedia Dreamweaver and Macromedia Flash website design skills.

QUALIFICATIONS

Strong analytical problem-solving skills – Enjoys managing a variety of projects and finding solutions. Results oriented.

Creative and enthusiastic – Enjoys utilizing effective graphic layout and design skills. Designs and composes newsletters, brochures, forms and flyers, and manages internal and external production.

Strong interpersonal skills – The ability to develop a strong rapport and communicate effectively with a variety of people. Team oriented and customer-focused for high customer satisfaction. Employs active listening to ensure a complete understanding of client desires, thereby eliminating or reducing the need for rework or revisions. Delivers consultative and educational presentations to executives and client staff.

Client Relationship Management – Helps clients to define projects, and to establish realistic expectations for budgets and timelines.

Project Management – Effective project planning, scheduling and execution so that all projects are completed on time and within budget. Coordinates projects between departments and external vendors.

Positive, enthusiastic attitude – Highly motivated, with ability to work well independently or in a team.

PROFESSIONAL EXPERIENCE

Freelance Designer

Current

Created my own line of greeting cards. Redesigned brochure for a non-profit organization. Design various in-house program logos for SourceOne Healthcare Technologies, LLC. Designed beGloria.com website.

Contract Consultant - THE HUMAN RESOURCE DEPARTMENT

March 2003 – Current

Sr. Employee Benefits Specialist - DEGUSSA CONSTRUCTION CHEMICALS, INC.

May 2001 – September 2002

A concrete and chemical research, development and manufacturing company.

Art-directed project to develop Human Resources brand identity. Managed redesign and internal production of Summary Plan Descriptions. Designed forms for management and employee use.

Client Services Manager - Flexible Benefits Systems, Inc., affiliate of MOORE STEPHENS APPLE

August 1999 – January 2001

An employee benefit plan consulting affiliate of an accounting firm.

Composed articles for newsletter and website publication. Initiated web site redesign project. Delivered educational presentations to client staff members.

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PROFESSIONAL EXPERIENCE

Continued

Assistant Vice President, Employee Benefit Trust - METROPOLITAN BANK AND TRUST

February 1999 – June 1999

A bank and trust company.

Daily Plan Department Manager/Trust Officer - NATIONAL CITY CORPORATION

August 1997 – February 1999

A bank and trust company.

Managed department with 30 staff members. Delivered presentations to prospects and clients.

Defined Contribution Plan Consultant - COOPERS & LYBRAND L.L.P.

July 1994 – August 1997

An accounting and consultation firm.

Benefits Analyst - WILLIAM M. MERCER, INC.

1993 – 1994

An employee benefit plan consulting firm.

Senior Pension Analyst - AMERICAN CAPITAL TRUST CO.

1992 – 1993

An employee benefit plan subsidiary of a mutual fund company.

Designed 401(k) participant statements and forms.

Defined Contribution Plan Consultant - HEWITT ASSOCIATES

1988 – 1992

A leading employee benefit plan consulting firm.

Lead consultative and education presentations to client executives and staff. Designed 401(k) participant statements and forms. Designed screen layout for client data entry program.

CERTIFICATIONS

I have earned the Certified Employee Benefits Specialist (CEBS) designation, the Series 6, 7 and 63 Registered Representative licenses, and the Life & Health Insurance and Property & Casualty Insurance licenses.

EDUCATION

Cuyahoga Community College
Cleveland, OH

University of Akron
Akron, OH

Houston Baptist University
Houston, TX

San Jacinto College South
Houston, TX