

Glory Dean

3636 Nordhoff Street | Philadelphia, Pennsylvania 19104 | GDean@gmail.com | 215.315.1255

Job Title

Human Resources Specialist, 201-10

Vacancy Announcement Number: 12-345789-AW

Veteran's Preference: N/A | **Federal Civilian Status:** N/A | **Country of Citizenship:** USA

EDUCATION

University of Philadelphia – Philadelphia, PA, 19104

MS, Macroeconomics with an Emphasis in Public Policy, May 2012

Honor Roll: Fall 2010, Spring 2011, Fall 2011

Grade Point Average: 3.6/4.0

California State University, San Fernando – San Fernando, CA, 91328

BS, Business Management and Economics, May 2006

Honor Roll: Fall 2004, Spring 2005, Fall 2005, Spring 2006

Grade Point Average: 3.7/4.0

Northwest High School - Cordova, TN 38018

H.S. Diploma, Science Technology Engineering and Mathematics Magnet Program, June 2002

Valedictorian, Class of 2002

Grade Point Average: 4.2/4.0

CERTIFICATIONS

Project Management Professional Certification, Project Management Institute, August 2008

COMPUTER SKILLS

Apple and PC platform proficiency

C++

LexisNexis

Adobe Photoshop

DonorPerfect

Database Management

Social Media Administrator

MS Excel

MS Publisher

MS Access

PROFESSIONAL TRAINING

Coraque Fellowship in Public Affairs | *Project Manager* Aug 2006 – May 2007

12 Way Terminal | Pittsburgh, PA | 15219

Supervisor: Lynntress Young | 412.908.8891 | lyoung@coraque.org | May be contacted

Salary: \$900/Monthly | Hours: 50/Week

Collected data to analyze the various needs and strategic goals of various institutions, organizations, and local communities. Served as a liaison amongst various stakeholders. Facilitated interviews, presentations, and workshops. Generated consensus amongst a various perspectives and agendas. Designed, implemented, and evaluated large scale grassroots projects. Promoted effective, efficient, and critical decision making. Developed and sustained relationships with clients, elected officials, scholars, and community members.

EMPLOYMENT HISTORY

M. Squared Enterprise | *Sourcing Analyst* June 2007 – Present

818 Summertime Lane | West Point, PA | 19486

Supervisor: Lamar J. Kay | 215.753.3213 | lik@msenterprise.com | May be contacted

Salary: \$29.00/Hour | Hours: 40/Week

Assessed data, reports, and changes in technology to conduct supplier market analysis. Constructed detailed cost/model/purchase price analysis of goods and services that are supplied to M. Squared Enterprise. Created detailed pre-negotiation plans to lead and participate in negotiation sessions with suppliers and to conduct post-negotiation debriefs. Used modern electronic procurement processes to create and execute RFIs, RFPs, and RFQs.

VOLUNTEER EXPERIENCE

Rising Stars | *Academic Tutor and Mentor* June 2008 – Aug 2010

1451 Spencer Street | Philadelphia, PA | 19113

Supervisor: Sally N. Dupree | 215.219.1519 | sallyd@risingstars.org | May be contacted

Commitment: 5 – 10 Hours/Week

Facilitated two weekly tutoring sessions for 8 middle school students while also acting as a chaperone for bi-weekly social events.

Philadelphia Cause | *Director of Corporate Sponsorship* Oct 2010 – Present

9230 Lakeview Terrace | Philadelphia, PA | 19206

Supervisor: Andre Lennox | 215.331.3331 | andre@philadelphiacause.org | May be contacted

Commitment: 5 – 10 Hours/Week

Developed outreach strategies, including branding schemes and marketing campaigns, in order to deliver efficient and effective presentations to potential donors.