

CORBETT L. GREENHALGH

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EMPLOYMENT

Tabulation/Coding Department Manager

Feb. 2000 – Aug. 2002

PGM INCORPORATED

OREM, UTAH

Developed, organized and standardized a market research tabulation and coding department.

- Designed and implemented pricing matrices, bidding procedures, training manuals, quality control, employee evaluations, and cross-departmental procedures and communication protocols.
- Streamlined tabulation/coding production increasing profitability by 25% and 10% respectively
- Tripled the speed of response to client tabulation requests
- Created reporting system for documenting tabulation/coding revenue and productivity statistics
- Active member of the Advisory Board to the President/CEO

Project Manager

Managed market research data collection projects. Acted as the single point of contact for external clients, in-house departments such as call centers, and occasional third party suppliers.

- Demonstrated expertise in project management and client service by growing our share of a client's business to almost 90% (grew into one of our top 5 revenue producers)
- Selected by senior management to work with and heal client relations on several projects experiencing moderate to advanced issues
- Detailed, communication intensive position, regularly characterized by situations of intense pressure

Financial Representative

Nov. 1999 – Feb. 2000

GUARDIAN/UDY GROUP

PROVO, UTAH

Estate planning consultations, emphasizing protective and growth-oriented insurance and security products.

- Researched and identified key statistics enabling management to formulate a new modeling procedure

Night Shift Supervisor/Laser Operator

Fall 1992 – July 1995

CRITICAL LASER TECHNOLOGIES

LINDON, UTAH

Oversaw the swing shift operations of a high tech manufacturing company using Co² industrial lasers. Managed two production employees, job tracking and scheduling, basic CNC laser programming, maintenance, problem solving, and quality control.

- Consistently reduced costs and processing time, sometimes as much as 30% on individual jobs
 - My integrity, performance, work ethic, and skills earned me an open invitation for re-employment
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CORE SKILLS

- **Strong** work ethic based upon a lifetime of integrity, honesty, and trustworthiness.
 - **Adept** in Project Management and Leadership roles requiring interpersonal and communication skills
 - **Experience** in manufacturing/production environments
 - **Proficient** in MS Windows XP, Me, Excel, Word, PowerPoint, Explorer, FTP, Carbon Copy, Uncle
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EDUCATION

MARRIOTT SCHOOL, Brigham Young University

Provo, Utah

MASTER OF BUSINESS ADMINISTRATION (OPERATIONS/SUPPLY CHAIN)

APRIL 2004

BACHELOR OF ARTS: MUSIC (EMPHASIZING COMPOSITION) *CUM LAUDE*

DECEMBER 2000

- Multiple 1 year full-tuition University Scholarships, Dean's Lists, Phi Kappa Phi, 3.84 overall GPA.
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COMMUNITY INVOLVEMENT

Missionary/Volunteer Representative

August 1995 - August 1997

THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS

LEEDS, ENGLAND

- Supervised/trained groups of 2-16 other volunteers in a team and goal-oriented environment for 18 months.
 - Taught Christian principles and doctrine to interested individuals/performed weekly community service.
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MISCELLANEOUS

- Private Pilot, Utah Real Estate, Life/Disability Insurance licenses
- Lived abroad in England and Germany—speak/write German to a limited extent