
Objective: A challenging position in project management and competitive intelligence.

Summary: An experienced analyst with information services, management and organizational skills. Experienced in the utilization of online database services, intranet architecture and systems for the gathering, interpreting and delivery of timely information to acquire and maintain competitive edge. Excellent written and verbal skills used in the development of policies and procedures and management decision-making. Computer systems literate including SAS, and Lotus Notes.

Current Position

Greenebaum, Doll & McDonald PLLC

A large full service law firm with branch offices in Covington, KY and Cincinnati, OH. Employs over 200 legal personnel in three states and the District of Columbia.

Information & Competitive Intelligence Specialist

2002-present

Developed a competitive intelligence initiative within the firm. Conduct competitive intelligence analysis for attorneys and clients and assist firm's marketing department. Presented competitive analysis of the legal markets in the cities which the firm has offices. Use of marketing/legal analytical products from Dun & Bradstreet, Thomson West and DNB Business, to data mine for prospective clients and emerging legal opportunities. Responsible for the management and coordination of two satellite library collections.

Assisted in the testing, trouble shooting, legal staff training and utilization of legal management system, West KM, a legal knowledge management product and LawPort software, a content management tool.

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CI/Market Research Experience

Cinergy Corporation

A Cincinnati based utility holding company of PSI Inc in Plainfield, IN, Union Light, Heat & Power Co. in KY & Cincinnati Gas & Electric Company.

Market Analyst

1997-2001

Market Intelligence division, Market Analysis Department. Assisted in the development of a competitive intelligence business unit. Worked with sales & marketing managers in the retrieval and dissemination of competitive intelligence analysis. The use of data warehousing, development of competitor profiles, knowledge management and SWOT analysis to monitor Cinergy competitors throughout the utility industry.

Responsibilities include member of Cinergy's "Knowledge Optimization" Initiative and assisting in the development and evaluation of secondary research applications and software for market intelligence.

Member of department's Training Committee, which organized and planned non-practice specific activities and workshops, 2000-2001. Webmaster of market intelligence website and developer of other market analysis sites. Member of SCIP (Society for Competitive Intelligent Professionals), 1997-present.

Extensive work with new product development teams in areas of performance contracting, new energy technologies, which could benefit Cinergy customers in educational, not-for-profit and private sectors. Use of Excel and Access to track and analyze research results. Working with other analysts on project design and management issues.

Computer/Systems Experience

Valueline (print & electronic version), Factiva/DJ Interactive, 10KWizard, EdgarOnline, TheDeal.com, CCH Tax Research Online, RIA/CheckPoint, Dun & Bradstreet Information Systems, Thomson West's Firm 360, SkyMinder Research Services, Lexis/Nexis & Westlaw, Working knowledge of Claritas/Rezide marketing systems and Lotus Notes. Specialized database experience in MAISY, a utility information service, MIPD (Major Industrial Plant Database) and FW Dodge, a construction database.

Completed workshops in Data Mining and Text-based Information (2002), introductory programming sessions in SAS (at the Greater Cincinnati SAS Institute- October 2001) and working knowledge of SPSS. Microsoft Office Suite including Microsoft PowerPoint.

Information Services Experience

Frost, Brown & Todd, LLP

1986-1997

A large full service law firm in downtown Cincinnati. Employs over 300 employees in four offices in three states.

Law Librarian

Responsible for the organization and coordination of a large law firm library and its four branches.

Meeting with practice groups to evaluate print and electronic information services needs.

Provided training manuals and instructional aids for manual and online research.

Published in-house library brochures, database guides, book lists, bibliographies and developing practice-specific indices. Legal and business research assignments.

Education

Kirk Tyson International, Chicago, IL, 1998: Certified Business Intelligence Specialist.

University of Kentucky- Lexington, KY - MSLS: Computer Retrieval Systems

University of Cincinnati- Cincinnati, OH -MAIR: Personnel Management

Roosevelt University- Chicago, IL - Certification of Completion- Paralegal Studies

Miami University- Oxford, OH - B.A.-Government

Personal Achievements & Awards

Honors, Legal Research, Roosevelt University

Outstanding Member &, Heberle Eyles Leadership Award Southern Ohio chapter of ASIST
(American Society for Information Science & Technology)

References provided upon request