

David Monson  
**david.sandra@verizon.net**  
425.985.1262

**Business Analyst/Program Manager**

**Position I Am Seeking:** I am experienced in data and project management as well as many other business analyst responsibilities. I am looking to obtain a full-time position where I can utilize my communication, organization, counseling, and relationship skills to benefit my company.

**Background, Experience, & Education :**

- Outside sales, the majority of which are cold-calling on new customers. This involved building a strong customer base from entire west coast territory. Presented our customized marketing solutions to hundreds of prospective clients.
- Excellent phone skills and ability to communicate sensitive issues in an effective manner. Empathic and understanding of customers situations.
- Excellent public speaker with experience leading departmental training sessions and classes with strong written, oral and presentation skills.
- Experienced in newsletter publication, website development and budget management.
- Business owner. Responsible for all aspects of establishing, operating and managing profitable small business, including: generating new and repeat sales orders, building and maintaining customer base for three-state territory (WA, OR, ID), facilities manager.
- Counselor, career specialist, teacher, advisor and advocate for high school students attending high school completion program at Lake Washington Technical College.
- Experienced business analyst accustomed to managing multiple complex projects, involving cross-functional organizations. Strong analytical skills and problem solving abilities. Track record of delivering projects on time and within budget.