

## SANDRA M. PRICE

---

### PROFESSIONAL PROFILE

Highly skilled and productive project management professional with extensive, executive-level experience in a wide range of business operations including staff management, quality assurance, technology business analysis, schedule creation and management, and management reporting. Consistently recognized for exceeding customer expectations in managing contract deliverables and problem resolution in high-pressure environments.

### SELECTED ACHIEVEMENTS

- Initiated and/or led corporate philanthropic initiatives, resulting in Community Advocate Award.
- Designed and implemented automated process to ensure federal Head Start Grantees received timely follow-up monitoring review.
- Awarded "Certificate of Excellence" from the Office of Head Start for "outstanding customer service, innovation, and diligent management of financial resources."
- Received "Danya President's Award" for developing and successfully implementing quality assurance procedures.

### PROFESSIONAL EXPERIENCE

#### ***Travel Coordinator***

Broadcast Sports, Inc., Hanover, MD

04/14 – Present

*Broadcast Sports, Inc. (BSI) designs, manufactures and installs miniature custom wireless video and audio solutions for clients that range from sports networks to NASA.*

- Completes all functions related to planning, scheduling, and booking travel (>300 domestic and international events annually).
- Negotiates hotel contracts for >100 properties (domestic and international) annually.
- Plans in-house events and corporate community service projects.
- Tracks all costs related to travel and researches and corrects billing discrepancies.
- Ensures employee needs are met while adhering to BSI and client travel policies, and keeping costs aligned with BSI travel budget.

#### ***Board Member/Volunteer Program Coordinator***

National Alliance on Mental Illness (NAMI) - Howard County Chapter  
Columbia, MD

11/14-Present

*NAMI is the nation's largest grassroots mental health organization dedicated to improving the lives of individuals and families affected by mental illness.*

Supports the work of NAMI Howard County and provides mission-based leadership and strategic governance as a member of the Board of Directors. Manages NAMI's Sunday Supper Program by securing and confirming sponsors and location for monthly Sunday Supper events (group social activity for adults living with mental illness); ensuring transportation services are provided for clients; managing on-site logistics during events; and recruiting and training volunteers.

**Director, Scheduling and Planning**

Danya International, Inc. (\$43 mil. Office of Head Start Contract), Silver Spring, MD 03/06 – 09/12  
*Danya provides services and solutions in the areas of public health communication, research and evaluation, information technology, education and training, program management support, and health product development.*

- Directed, hired, mentored, and trained cross-functional team of 17 staff responsible for scheduling and planning logistics for >1,000 federal Head Start on-site monitoring reviews annually. Reviewed grantee compliance data to ensure the regional offices were following administrative and financial policies and procedures. Served as a key resource in identifying potential administrative and fiscal problems to Office of Head Start and Regional Office program staff and monitoring review teams.
- Managed office operations and procedures; developed and managed budgets and prepared financial reports for Executive Management Team; reviewed and approved supply requisitions; and closely monitored the status of tasks and projects.
- Developed and managed travel and operations policies and procedures utilizing significant knowledge of Federal Acquisition Regulation (FAR) travel policies and government contracts.
- Utilized business analysis skills to define and implement work process improvements, collaborating with IT resources to review, define, and manage technical requirements for software development ranging from automated communications templates to accounting and internal functions.
- Conducted user testing and assembled and managed User Testing Acceptance (UAT) groups prior to software releases.
- Compiled data necessary for the formulation of budget estimates and monthly forecasting.

Addressed administrative and/or management issues such as performance appraisals, S.M.A.R.T. Goal development, job description and Work Breakdown Structures (WBS) with organizational charts.

**Education Coordinator**

American Medical Directors Association, Columbia, MD 04/04 – 03/06  
*AMDA is the professional association of medical directors, attending physicians, and others practicing in the long term care continuum.*

- Researched and recruited speakers and poster presenters; program speaker communications; and abstract management for 2 annual symposia (>1,000 attendees each).
- Prepared statistical reports for board of directors and board committees.
- Arranged the availability of audio-visual equipment, transportation, displays, and other event needs. Prepared budget estimates based on speaker requirements.
- Developed promotional materials for education activities, and an interactive CD with syllabus and speaker materials for symposia attendees.

**EDUCATION/PROFESSIONAL DEVELOPMENT**

AA	Business Administration (in progress) <ul style="list-style-type: none"> <li>▪ Phi Theta Kappa Honor Society</li> <li>▪ Frederick K. Schoenbrodt Honors Program</li> </ul>	Howard Community College, Columbia, MD
2013-2014	<i>Project Management Professionals Certification Training Program</i>	Towson University, Towson, MD