

Elizabeth Jo Woodruff

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PROFILE

Fast diligent learner always eager to acquire new skills.

Productive worker under pressure and highly motivated, driven by strong work ethic.

Organized, flexible and able to meet deadlines in a fast paced environment.

Effective and positive team player known for contributing effective creative solutions as well as technical ability.

Program manager with expertise balancing innovation and pragmatism for sustainable results.

Excellent customer service skills with a background in restaurant management.

EXPERIENCE

Process Engagement Manager • DaVita • 2016 - Present

- Manage and advance high level special project efforts for the IT Operations VP and leadership team covering a broad spectrum of topics and responsibility areas.
- Prioritize, facilitate and manage assignments to ensure timely resolution of issues and conduct thorough research and critical analysis of major high priority strategic planning and management topics.

Education Coordinator • Assistive Technology Partners • 2009 - 2016

- Managed planning, implementation and execution of educational trainings, professional development, fundraising and community outreach events for the spectrum of stakeholders involved in the field of Assistive Technology (AT) and disability services.
- Served as content creator and organizational resource for Assistive Technology Partners' (ATP) marketing collateral with a special focus on web accessibility procedures.
- Implemented new processes and procedures for marketing and managing educational offerings, including overhaul of budget management, resulting in increased education income.

Student Researcher • Colorado WIN Partners • 2009 - 2011

- Lead student researcher for an IBM grant conducting quality of life data collection for individuals with disabilities living in a Boulder, Colorado group home.
- Managed creation and implementation of questionnaires and analyzed data sets over multiple time trials.

SKILLS

Computer

MS Word •••••
MS PowerPoint •••
MS Publisher •••••
MS Excel •••••
MS Access •••
MS Outlook •••••
Adobe InDesign •••••
Adobe Photoshop •••
Adobe Illustrator •••

Featured

Teamwork •••••
Organization •••••
Project Management •••••
Communication •••••
Creativity •••••
Data Collection •••••
Marketing •••••
Customer Service •••••
Pie Baking •••••

ACTIVITIES

Denver Commission for People with Disabilities • 2013 - Present

- Chair
- Mayor's Diversity Awards - Member

Institute for Environmental Solutions • 2014 - Present

- Board of Directors
- Treasurer

EDUCATION

University of Colorado Denver
Master of Arts in Political Science
Graduated August 2010

Colorado State University
Bachelor of Arts in Political Science & History
Graduated Cum Laude December 2005