**Anna Runyan, MBA**

9909 Coco Street, #123 | San Diego, CA 92106 | 619.222.4063 | hireme@gmail.com |

Instructor and Organizational Development Professional with expertise in consulting, change management, project management, online training, social media and learning and development.

* Proactive team leader, helper, motivator and encourager
* Innovative and dynamic facilitator and trainer
* Perceptive and keen ability to assess organizational needs
* Expert at using social media to increase communication among employees
* Efficient and highly observant professional with experience establishing processes and organizational structures
* Founder/Content Creator of one of the top 50 up and coming HR blogs for career development

**Professional Experience**

**BOOZ ALLEN HAMILTON**, San Diego, CA

*Associate* (2009-present), *Senior Consultant* (2007-2009), *Consultant* (2006-2007)

***Certified Adjunct Instructor, Learning and Development***

* Initiate a new hire training program for 20 new employees annually
  + Create training curriculum, develop communications, train 10 briefers and facilitate 8 courses annually resulting in retention of new hires and increased client satisfaction
  + Create online training courses and internal social media communication initiatives
  + Adjunct Instructor for course: “Take 5” To Navigate Your Career – an online course to help employees discover where they are headed and what they want to get out of their career.

***Project Manager and Organizational Development Lead***

* Manage a client delivery team of 7 employees for a Navy Ship Program
* Manage a $75M annual shipbuilding budget and implemented new processes which led to a 50% reduction in funding approval time

***Awards:*** Team Appreciation Award and Performance Recognition Award

**ClassyCareerGirl.com**, San Diego, CA

***Trainer, Blogger and Speaker,*** 2010 - 2012

* Coach young professional women to find jobs they love and become happy, successful and balanced in their work and life while demonstrating class, skill and integrity
* Facilitate career development courses that help students find jobs that match their purpose, values, motivations, interests, skills and abilities
* Teach recent college graduates in an online environment and create online discussion boards
* Speaking engagements include Wake Forest University, Krannert School of Management at Purdue University, Brazen Careerist U, Poway Adult School, Girl's Empowerment Conference and the San Diego Public Library

***Awards:*** Top 50 up and coming HR blogs for career development

**SPACE AND NAVAL WARFARE SYSTEMS CENTER**, San Diego, CA

***Government Analyst***, 2002 – 2006

* Successfully completed a management training program through the Comptroller Office
* Led a team of 10 employees in high performance organization bi-weekly meetings to brainstorm and develop a mission statement, vision statement and values
  + Increased employee morale and employee contribution

**Education**

**Rady School of Management, University of California, San Diego, *MBA****, March 2011*

**Fermanian Business School, Point Loma Nazarene University**, *B.A., International Business*, 2004