

Nancy Smith, M.A., JD

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Business Development • Strategic Partnerships • Compliance

Corporate | Government | Political | Education | Community

Dynamic and high-performing business leader with a unique background as attorney, negotiator, operations manager, trainer, and organizer. Drives aggressive but practical strategic planning for building alliances, managing corporate change, and implementing initiatives that support organizational growth and efficiency. Respected as an accomplished, smart and practical professional who builds successful business relationships.

AREAS OF EXPERTISE

| | | |
|---------------------------|---------------------------------|-----------------------------------|
| Client Relations | Mergers / Acquisitions | Regulatory / Corporate Compliance |
| Contract Negotiations | Operations Management | Sponsorships |
| Event Planning | Organizational Consulting | Staff Management |
| Legislative Affairs | Policy / Procedures Development | Team Leadership |
| Litigation Administration | Proposals / Public Speaking | Training / Facilitating |

PROFESSIONAL BACKGROUND

CONFIDENTIAL, Colorado, Pennsylvania 2007 – 2009
Global consulting and training leader for strategy execution, customer loyalty, leadership, and individual effectiveness. Services Fortune 100 clients, maintains direct/licensee offices, and spun off retail locations in 2008.

PRODUCTIVITY CONSULTANT

Top performing sales professional in 2009, assisting clients in creating and selecting planning systems, publications, workshops, and other products to maximize personal and organizational effectiveness.

- As Vice Chair of the American Diabetes Association's 2008 Step Out Walk to Fight Diabetes in Denver, **identified new business opportunity** for company sponsorship. Senior management agreed to sponsor a rest area, hosting a vendor booth, and donating prizes. Personally thanked by Founder.
- **Created guidelines and forms to streamline processes** for store that received an increased number of requests for charitable donations after the event.
- **Top salesperson** in store (1st quarter 2009) for sales per hour, average transaction, and "complete planning system" sales rate.

CONFIDENTIAL 2008 – 2009
Political organization with headquarters in Washington D.C.

PENNSYLVANIA POLITICAL DIRECTOR, 2009 COLORADO POLITICAL DIRECTOR, 2008 – 2009

Recruited candidates for state and local political offices. Presented political landscape analysis to community organizations, political parties, and elected officials.

- Identified 100 organizations that had never been contacted. **Established partnerships with 50 new groups**, resulting in the identification of 12 new potential candidates. Several state and county officials were elected in 2008.
- **Created and delivered innovative 6-module candidate development curriculum** that incorporated all segments of a political campaign plan. Crafted materials and planned all logistics.

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Confidential, Anywhere, Colorado

1998 – 2008

Local exchange carrier for high-speed voice, data and internet services for medium and large customers.

ASSOCIATE COUNSEL, 2003 – 2008

Served as principal legal counsel for Channel Sales, Marketing and Corporate Communications. Managed docket of trademarks and intellectual property. Formed and administered company's first ever Political Action Committee. Handled all complaints at State Public Utilities Commission and Federal Communications Commission. Supervised relationships with contract attorneys and outside counsel.

- **Created comprehensive records retention policy and procedures** that established guidelines for retention of electronic and paper records for 2,000 employees. Reduced storage expenses by 80% for 10,000 cartons, and put company in compliance with new e-discovery rules, limiting legal exposure.
- As PAC administrator, **planned a solicitation drive that raised \$103K in one evening**, a 50% increase in funds raised previous year. Handled all event management, including compliance filings with the Federal Election Commission.
- **Drafted and negotiated service agreements** with large corporate clients in 75 markets nationwide with 4 consecutive years of increased growth.

SENIOR MANAGER, Regulatory, 1999 – 2003

Analyzed state and federal regulatory proceedings. Drafted and filed tariffs and price lists. Negotiated transfers of railroad rights-of-way, easements, leases, municipal franchises, and telecommunications licenses as part of core integration team.

- **Reduced tariffing expenses by 20%** by minimizing dependence on outside contractors.
- Received Summit of Leaders Award for Outstanding Performance for **managing process of securing all regulatory and licensing transfers** when company was acquired.

MANAGER, Supplier Management & Contract Administration, 1998 – 1999

Enforced and administered multimillion dollar strategic agreements with key vendors. Managed relationships with strategic vendors as single point of contact for internal clients. Advised executive management of opportunities for added efficiencies in strategic relationships. Supervised contract administration staff.

CONFIDENTIAL, Anywhere, Tennessee

1992 – 1998

Top-ten division of one of nation's largest cable television companies

SENIOR MANAGER, Finance, 1995 – 1998

Directed all inventory, purchasing and home equipment functions. Liaised with billing and engineering departments on equipment operations. Warehouse inventory was \$10M. Managed up to 16 matrix reports.

MANAGER, Regional Operations, 1993 – 1995

Managed customer service / billing functions in all division sub-offices in 3 geographic areas. Assisted with franchise negotiations. Integrated newly-acquired markets into division. Supervised 5 direct reports.

MANAGER, Customer Operations, 1992 – 1993

Negotiated contracts with cable construction contractors.

STATE DEPARTMENT OF REVENUE, Confidential

1987 – 1992

TAX COUNSEL

Represented State in corporate, income, sales and bankruptcy tax cases, managing an average personal docket of more than 100 cases. Drafted legal opinions and legislative recommendations. Negotiated litigation settlements and managed litigation component of successful asset seizure program.

ACADEMIC TEACHING

Confidential University – Instructor, Legal Writing, 1993 – 1998
Confidential School of Law – Instructor, First Year Legal Writing, 1989 – 1992
Columbine High School, Speaker, Business Law

EDUCATION, TRAINING, LICENSES

Seeking admission to State Bar, will sit for exam 2010
Admitted to practice law, single-client certified, Colorado, 2006 – 2008
Admitted to practice law, Massachusetts, inactive

Certificate in Event Management, Confidential Community College
Master of Telecommunications, Confidential University
Juris Doctor, Confidential University
Bachelor of Arts, Telecommunication, Confidential University

COMMUNITY LEADERSHIP

American Diabetes Association, Colorado Leadership Board
Mothers Against Drunk Driving, Victim Impact Panel Volunteer

