

TYLER J. COFFEY

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EDUCATION

American University, Kogod School of Business, 2012 Anticipated Graduation
MBA, Management and IT Consulting // Current GPA: 3.85

The George Washington University, September 2002 - May 2006 [Education was self-financed](#)
International Affairs & German Language and Literature // GPA: 3.6 - Magna Cum Laude, Dean's List 7 Semesters

EMPLOYMENT

SIGAL CONSTRUCTION CORPORATION January 2010 - Present, Arlington, VA www.sigal.com

Serving in the primary IT decision-making role at one of the region's top General Contractors, reporting directly to the President:

[Manager, Technology Solutions](#)

Roles: Manager of all IT operations (2 person team), internal IT consultant, user support

Responsibilities: Oversight of daily IT operations; management of internal helpdesk; primary planner for major integration and upgrade of accounting, project management, and human resources systems including present-state baselining, stakeholder interviews, requirements analysis, alternatives analysis, and implementation oversight; budget planning and resource allocation; contract and vendor management; business strategy analysis and efficiency creation

Accomplishments: Implementation of internal helpdesk software (SpiceWorks); full documentation of current-state operations; establishment of regular standup meetings; standardization of internal processes related to operations and asset tracking

SAPIENT CORPORATION September 2008 - January 2010, Arlington, VA www.sapient.com

Consultant within Sapient's Federal Government Services business unit for clients such as US Department of Health and Human Services, US Marine Corps, and US Department of Homeland Security:

[Associate, Program Management](#)

Role: Program management and business consulting resource to various clients

Responsibilities: Responsibilities include lead workshop facilitation for senior managers and executives, short and long-term strategic program planning, administration of informational portal, lead for team meetings, deliverable creation including technical documentation, status reporting, and other program management tasks.

Accomplishments: 2009 Rookie of the Year for North America; facilitated report and funding request unanimously accepted by senior HHS leadership; planned and implemented an internal company document repository; co-leader of internal PM Community.

SIGAL CONSTRUCTION CORPORATION July 2006 - September 2008, Washington, DC www.sigal.com

Simultaneously served in two critical capacities at one of the region's top General Contractors, reporting directly to the President and top executives:

[Marketing Manager](#)

Roles: Manager (3 person team); Webmaster; Graphic Designer; Proposal Writer; Marketing Project Coordinator

Responsibilities: All company graphic design; web design; weekly reports for executives; technical proposal writing; award submission writing; press release writing; firm representation at industry events; quarterly newsletter production; creating and presenting company PowerPoint presentations

Accomplishments: Rebranding company with new logo, website (self-built), all new marketing collateral; setting up new systems for collecting, storing marketing information; continuous tracking of all company projects

[Sustainability Manager](#)

Roles: In-house sustainability expert and program developer; one of three Leadership in Energy and Environmental Design (LEED) coordinator in firm; sustainability educator and trainer

Responsibilities: training employees on the LEED Green Building Rating System; managing LEED projects; technical Green Building coordination with Owners, Architects, Subcontractors, and SIGAL Project Team; staying current on latest best practices; involvement in sustainable organizations; responsibility for project LEED compliance

Accomplishments: "LEED Accredited Professional" accreditation (1 of 3 in firm); creation of sustainability division; standardizing LEED-related procedures; achievement of 100% of LEED goals on projects; "green" guest speaker at other firms and events

LEADERSHIP POSITIONS

GW PROGRAM BOARD 2002 - 2006 Washington, DC

Executive Chair, 2005 - 2006

Elected in campus-wide election. Responsibilities include overseeing all aspects of major event programming on campus, appointing chairs, allocating and managing a \$250,000 budget, meeting with university administrators, advising all committee chairs, planning and moderating a weekly executive board meeting, and all other tasks associated with managing small businesses

Executive Vice Chair, 2004 - 2005

Advertising Chair, 2003 - 2004

Office Assistant, 2002 - 2003

LANGUAGES & SKILLS

- Expert proficiency in Microsoft Office programs (Word, Excel, PowerPoint, Outlook, Project, Visio)
- Expert proficiency in graphic design (Adobe Creative Suite 4)
- Excellent general computer skills and knowledge (Windows XP, 7, MS Exchange Server 2007, and Mac OS X)
- Online coordination technologies (WebEx, LogMeIn, Windows Remote Desktop)
- Group facilitation and stakeholder alignment
- Proficiency in multiple web languages (HTML, CSS, Java)
- Leadership in Energy & Environmental Design (LEED) Accredited Professional // Since August 2006
- Fluent in German Language
- Very quick learner and strong team player

AWARDS

- Rookie of the Year, Sapient // North America 2009
- Program Board's Outstanding Service Award // Spring 2006
- GWU German Department's Schönfeld-Prize for Excellence in German Study // Spring 2006
- Lifetime Member, Delta Phi Alpha, National German Honor Society // 2005 induction
- Lifetime Member, National Society of Collegiate Scholars // 2004 induction

ACHIEVEMENTS & MISCELLANEOUS

Captain, DC Strokes Rowing Club Novice Team, 2008 Washington, DC

Event Chair, US Green Building Council NCR's "Midsummer Night's Green" 2007, 2008 Washington, DC

Volunteer position, responsible for planning a four hundred-person social mixer event with the addition of the first annual USGBC NCR awards ceremony. Responsibilities are the same as the 2007 event with the added responsibility of seeking out sponsorships, and being solely responsible for managing sub-committees to plan this event. The 2008 event will take place at the newest World Bank Building (event space was donated)

Congress-Bundestag Youth Scholarship Exchange 2000 - 2001 Berlin, Germany

A one-year scholarship exchange program sponsored by the US Congress and German Bundestag