

Karen Wickman
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Recent Work Experience:

Writer. Artist. Consultant with decades of experience.

_ 15 + years work experience as a Project Manager over-seeing multi million dollar contracts for Fortune 500 Companies along with successfully managing my own business. Worked with celebrities, VIP's, in the publishing industry in New York.

_ Manage comprehensive, multi-writer book projects for best-selling NY Career/Employment Author. - manuscript preparation from inception to publication. *Liaison between writer & book publisher.* Direct and coordinate research and development for manuscript preparation. Assist in book editing and manuscript preparation, book tours, media schedule, etc.

_ Small Business Owner, KarenWickmanJewelry.com, designed and created hand forged custom jewelry from precious metals for over a decade, with stores on Amazon, Etsy, and eBay. Successfully grew my business into a powerseller status with 99-100% positive feedback from thousands of customers.

_ Sales Executive for Chinook Winds Casino Resort. Marketing Dept. Sold banquets, conferences, & weddings. Travel as needed to outside sales calls, exhibit at tradeshow, conventions, attend industry related meetings. Prepared sales reports & client sales proposals & contracts. Prepared BEO's. Attended BEO meetings. Developed new markets and strategies for booking conventions, conferences, tradeshow, special events, etc. Network within targeted markets to create new accounts. Prospect and qualify leads from identified markets. Maintain Sales Management database for all clients and practiced good follow-up skills.

_ Managed Busy Medical Office: Supervised Employees, *Handled Customer Concerns – Liaison between patient & doctor*, Scheduling Patients, Purchased Supplies, Pre-Certifications, Referrals, Insurance Company Audits (28+ Insurances Accepted), Bookkeeping, Banking, started with 200 patients & grew to 7000 + patients.

_ Project Manager, responsible for resolving customer manufacturing problems – *multi million dollar aviation manufacturing project.* Reviewed contracts, specifications, blueprints, and technical documentation for compliance to specifications. Awarded for Zero Field Failures & On-Schedule compliance. Equipment used in the first Gulf War.

_ Quality Assurance Engineer: Audited and researched vendor records for conformance to contract requirements. Coordinated efforts of suppliers, Engineers, Buyers and Design & Production Engineers to respond to customer / Nuclear Regulatory Commission (NRC) complaints to correct construction & equipment problems.

Education:

Paralegal Certificate - Long Island University

BA LIU - Majoring in International Relations/Political Science (Law). Honors. GPA 3.28 / 99 credit hours. MA Candidate

Awards:

Honors Program Long Island University (Merit Fellowship, Pi Gamma Mu, Law Association Officer) Program awards for GE & HP. ITT 'Employee Recognition Award', ITT Achievement Award (The division I worked for is no longer in business. It sold over a decade ago.)