

# Jacqueline Christina Noguera

32-15 31<sup>st</sup> Avenue #2  
Astoria, New York 11106  
jacqueline@jcnoguera.com

## **summary**

Management consultant specializing in operations strategy and administrative configuration management, behavioral analysis, sales background, seeks opportunity in high-technology startup or established technology organization. Professional experience includes commercial, not-for profit, theatrical education, governmental and political organization work.

## **personal and professional characteristics**

- Natural leader that establishes a leadership position in any setting.
- Very strong team builder. Good at bringing personnel up to their full potential and moving them through a strong period of professional growth.
- Excellent at handling both the technical and sociological aspects of management and knowing which is most important.
- Strong relationship management skills
- Innate communication ability including evangelizing for the product, company or group.
- Excellent at taking on the most difficult projects and bringing out a good solution
- Well liked and respected by colleagues and superiors
- Possesses a strong global view of creative personality types and how to manage them.

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## experience

### **2001 to Present Spencer & Walsh Engineering and Architecture PC New York , NY**

#### **Organizational Development Consultant**

- Administrative and IT infrastructure systems build for new architectural start-up
- Develop strategic plan and operational budget
- Disaster Recovery Implementation Project
- Human Resources Development
- Construction expediting duties with the New York City Department of Buildings

### **1999- 2001 Snickelways Interactive New York , NY**

#### **Manager of Administration**

- Manage day-to-day operations for both locations of Snickelways Interactive
- Company-wide strategic space planning/office moves
- Company-wide educational programs/distance learning
- Establish and implement administrative systems and operational budget

### **1999 Burrelle's Information Services New York , NY**

#### **Assistant to the Senior Vice President - IT**

- General Administration for the Senior Vice President
- Corporate Program Development
- Researcher

### **1995-1999 The American Museum of Natural History New York , NY**

#### **Special Asst. to the Director of Operational Planning and Services**

- Served as director's right hand on internal operational issues
- Support for general services for 800 employees
- Researcher for in-house capital projects an assistant writer for the
- Museum's emergency management plan

### **1993-1995 Morgan Stanley/Novus/The Discover Card New York , NY**

#### **Account Executive – The Manhattan Restaurant Team**

- Restaurant sales
- Marketing – Tri-State area restaurant liaison
- Restaurant Sales Research
- Writer: Restaurant Sales Compensation Plan- Spring 1995
- Business Development Group

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## **consultant work**

SPENCER & WALSH PC - ORGANIZATIONAL DEVELOPMENT

THE NEW PERSPECTIVES THEATRE COMPANY - MANAGEMENT TEAM

THE SHAKESPEARE LAB PROJECT - EXECUTIVE PRODUCER

THE AMERICAN MUSEUM OF NATURAL HISTORY - TALENT COORDINATOR

SWISS RE AMERICA INSURANCE COMPANY - PA TO EVP ALTERNATIVE RISK TRANSFER

INTERNATIONAL CREATIVE MANAGEMENT - CONSULTANT TO VOICE-OVER DIVISION EAST COAST

GIRALDI SUAREZ PRODUCTIONS - CONSULTANT TO SALES DEPARTMENT

GLOBAL DEVELOPMENT GROUP - MARKETING CONSULTANT TO RUSSIAN/US START-UP

## **education**

- The New York City Teaching Fellows, Hunter College Masters of Education Candidate, New York, NY – 2001
- Project Management Institute – Certification - New York, NY 2000
- The Globe Centre - London - Masterclass Certificate of Completion – London – 1999
- The National Shakespeare Conservatory -Certificate of Completion – New York, NY – 1994
- The American Musical and Dramatic Academy - Certificate of Completion – New York, NY - 1993
- The University of Michigan BA Human Information Processing/Human Factors Psychology Minor: Shakespeare Studies Minor: Sociology – 1992
- The Primate Studies Program – The University of Michigan – Toledo Zoo, Toledo Ohio , 1992
- The United States Library of Congress - SCORPYO Program – Congressional Publications/Research –Washington D.C. – 1982

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**awards/special skills/interests**

THE UNITED STATES ARMY EQUESTRIAN TEAM - RIDER

THE NATIONAL SEVERE STORMS LABORATORY - VOLUNTEER CHASER

THE CROSSMEN DRUM AND BUGLE CORPS - ALUMNI

OUTSTANDING COLLEGE STUDENTS OF AMERICA - AWARD 1993

**publications and articles**

THE SUBVERSION OF SHAKESPEARE IN EDUCATION AND THE FILM INDUSTRY

"THE ALCHEMY OF GRIEF"

"BY THE DARNED EARLY LIGHT"

"WRITING THE BACKWARDS ESSAY"

*FULL LISTING AVAILABLE UPON REQUEST*

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WORK, CREATIVE AND TECHNICAL WRITING SAMPLES AVAILABLE AT

<http://www.jcnoguera.com>