

## JANET E. LIBERMAN

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Roswell, Georgia 30076

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### SUMMARY

A proven Senior Business Professional, with a steady history of growth and achievement in the area of Non-Profits, Sales, Marketing, City Government, and Volunteer Organization Management. Demonstrated proficiency and depth of experience in data analysis, planning, organizing, communicating, researching, report preparation and presentations.

### BUSINESS COMPETENCIES

- Leadership
- Strategic Planning
- Innovation
- Selling and Influencing
- Collaboration
- Relationship Management

### PROFESSIONAL EXPERIENCE

#### **City of Roswell, Environmental Department, Roswell, GA 3/99 to Present** **Environmental Programs Manager**

Responsible for managing the Non-Profit Volunteer organization, curbside recycling program and initiatives, marketing and public relations, and business plan.

#### **Accomplishments:**

- Develop and manage the Solid Waste Division budget totaling \$9.5 million.
- Manage a \$3 million curbside recycling and yard waste contract.
- Project Manager for \$1M Roswell Recycling Center.
- Created and manage the Solid Waste Division Business Plan.
- Create and manage public relations and marketing programs for the department.
- Created and developed Environmental Education and Environmental Enforcement positions.
- Completed reorganization of Recycling Center Staff.
- Rebuilt and manage the organization "Keep Roswell Beautiful".

#### **Easter Seal of North Georgia, Atlanta, GA** **Development Coordinator**

**6/96 to 3/99**

Responsible for Fund Raising, developing corporate sponsors, marketing and media communications.

#### **Accomplishments:**

- Increased the Christmas Ornament Fund Raising Program by 100% in the first year.
- Generated \$300K annually from fund raising events.
- Managed and Coordinated Volunteer group of 1500+.

#### **Regency Thermographers, Atlanta, GA** **Sales and Service Center Manager**

**10/94 to 6/96**

Responsible for daily operations, and meeting/exceeding customer expectations, product training.

#### **Accomplishments:**

- Trained six stores in three states on "Wedding Products" during a six month period.
- Improved the customer level through continual improvement of the drivers delivery systems.

## **Quill Hallmark Shops, Atlanta, GA**

**1/86 to 10/94**

### **Marketing Coordinator and Consultant for Promotion and Sales**

Responsible for development of selling strategies, major store events, public relations.

#### **Accomplishments:**

- Increased Wedding Product sales at both locations by 70% through training and promotions.
- Developed Partnerships with other Retail stores and outside businesses.
- Created a Proposal (including a video) for corporate that resulted in one of the original artist coming to one of the stores for a "special signing."
- Developed strong relationships with radio media programs.

### **EDUCATION & TRAINING**

- Bachelor of Administration Marketing, 1992 Kennesaw State University, Kennesaw, GA
- Carl Vinson Institute Certificate of Local Government Management 2002
- Georgia Center for Non Profits 2009 CEO Central 100 Program
- 2002 Leadership North Fulton Graduate
- Completed 90+Hours Continuing Education American Business Women's Association
- American Public Works Association – 2012 Certificate of Public Works Management
- Associate Degree Retailing –1982 Parkland Junior College, Champaign, IL

### **PROFESSIONAL AFFILIATIONS AND HONORS**

#### **American Business Women's Association (ABWA)**

- 2010 Phenomenal Woman of North Fulton
- Top Ten Business Woman of ABWA, 2004
- North Fulton Executive Network – President and Founder 2001-2002
- Crabapple Charter Chapter – President 1996-1998
- Atlanta Area Council –Program Chairman 1997-1998, Treasurer – 1999-2000
- National Convention – 2000 – Promotions Chairman

#### **Kiwanis Club of Historic Roswell**

- President 2008-2009
- President Elect 2007-2008
- Board Member 2006-Present
- Rookie of the Year 2005

#### **Georgia Recycling Coalition – Board of Directors 2002-2006**

#### **Keep Georgia Beautiful Executive Director Association**

- President 2004 – 2006
- Vice President 2002 – 2004
- Secretary 2001
- Recipient of The Barbara Mason Award for Executive Director of The Year - 2004