

# MARIA R. HELM

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## PROFILE

*Extensive leadership, entrepreneurial, and creative experience in:*

Executive Organizational Management ♦ Financial Administration ♦ Real Estate Board & Committee Relations ♦ Governmental Affairs ♦ Professional Education & Credentialing Marketing/PR/Communications ♦ Publishing & Multimedia Production

- *Strong performance record as a senior executive and consultant with notable achievements and proficiency in the dynamics of non-profit organizational management.*
- *Professional focus and interest in the multi-faceted issues and challenges intrinsic to diverse arenas including academia, government, health care, and real estate.*
- *Skilled negotiator, strategic planner, and highly effective organizational liaison with internal and external stakeholders across top-tier business and governmental platforms.*
- *Award-winning supervisory, team-building, and volunteer leadership qualities centered around a results-oriented commitment to collaborative excellence.*

## PROFESSIONAL EXPERIENCE

### **Alternate Member, Lake County Board of Review**

2011 – Present

Appointed to preside over government agency hearings and exercise decision making authority on property assessment appeals for residential, commercial, agricultural and other defined categories of real estate parcels throughout Lake County, Illinois. Interpret and analyze complex legal and financial data as well as facilitate evidentiary presentations by property owners, attorneys, appraisers, and other relevant parties in compliance with state statutes, Illinois Department of Revenue guidelines, and judiciary-based case law including that of the Illinois State Supreme Court.

### **Real Estate Managing Broker (IL License #471.015349)**

2009 – Present

### **Real Estate Salesperson (IL License #476.000446)**

2008 – 2009

Transact negotiations, real estate transfers, investments and manage properties through independent practice. As a project leader and consultant, oversaw multi-million dollar contracts, site relocations, and construction of various corporate headquarters in Chicago's lakefront, Michigan Avenue and River North locales while simultaneously supervising the work of builders, architects, interior designers, attorneys, and partnering with commercial property enterprises.

### **Substitute Teacher, North Suburban Special Education District**

2006 – 2013

### **Teacher Assistant**

2005 – 2006

As member of a multi-disciplinary team, implement comprehensive education and health care plans for special needs students in the public school system and related proprietary programs.

### **Program Support Coordinator, Lake Forest Graduate School of Management**

2000 – 2001

Facilitated relations among administration, faculty, and students in an executive MBA graduate program with responsibility for campus operations and student services.

**Management Consultant, MG2Consult** 1992 – 1998  
Principal of a multi-disciplinary project management and consulting business. Clients included Healthcare Information Management Systems Society, National Association of Nephrology Technologists, Midwestern Regional Medical Center, National Safety Council, and American Dental Hygienists Association. Prepared grant proposals to seek corporate and government funding in support of health care professional credentialing and licensure; wrote feature articles and created multi-media advertising campaigns for magazines and newsletters; organized member recruitment and retention direct mail programs; developed national/state/local organizational management and governance leadership materials; and presented strategic forums as well as topical workshops.

**Account Executive, The Sherwood Group** 1993 – 1995  
Exercised CEO leadership and fiduciary responsibilities as Executive Director for the Association of Mental Health Administrators, an international professional membership organization for behavioral health care executives. Supervised staff and directed operations to support strategic plans and activities of the board of directors and house of delegates in conjunction with state/local chapters and committees; planned annual convention and regional seminars; implemented professional certification program; served on editorial board for journal and newsletter publications. Acted in liaison role with other non-profit health care entities, federal agencies, and for-profit corporations.

**Program & Service Development Manager, American Dental Hygienists Association** 1988 – 1992  
Administered the continuing education and leadership development program of a national organization for licensed dental professionals. Managed technical contributions of health care experts; produced and marketed multi-media educational and marketing materials involving strategy/plan development, research, and advertising; and procured grants from major corporations.

**Director of Continuing Education, American Dental Assistants Association** 1987 – 1988

**Executive Assistant** 1984 – 1987

Managed the professional education program of a specialty membership organization. Served as public relations coordinator, convention and meeting planner, office manager, and liaison to the board of trustees and committees.

## EDUCATION

### Lake Forest Graduate School of Management

- *Executive Master of Business Administration, 1992*
- *International Management Certificate, 1990*

### Loyola University of Chicago

- *Bachelor of Arts in Broadcast Communications, Magna Cum Laude, 1985*

## PROFESSIONAL AFFILIATIONS, LICENSES, AND AWARDS

Real Estate Managing Broker and Salesperson Licensure, State of Illinois, 2007 – Present

Substitute Teacher Certification (K-12), State of Illinois, 2005 – 2013

Chicago Society of Association Executives/Association Forum of Chicagoland, 1986 – 1996

John C. Thiel Distinguished Service Award, Chicago Society of Association Executives, 1991

Member, Alpha Sigma Nu, Jesuit National Honor Society, 1982 – Present

Candidate, Fulbright Scholarship, 1983