

MARIA R. HELM

1240 Valley Road • Bannockburn • Illinois • 60015 • 847-220-2916 • mg2consult@comcast.net

PROFILE

Extensive leadership, entrepreneurial, and creative experience in:

Executive/Organizational Management
Financial Administration/Real Estate
Board/Committee Relations
Professional Education/Credentialing

Marketing/PR/Communications
Publishing/Media Production
Meeting/Conference Planning
Governmental Affairs

- *Consistent, high-performer with notable achievements and proficiency in the dynamics of non-profit organization management.*
- *Professional focus and interest in the multi-facted issues and challenges intrinsic to specific arenas, including academia, health care, and real estate.*
- *Skilled negotiator, strategic planner, and highly effective organizational liaison with diverse internal and external audiences including top-tier business and governmental entities.*
- *Award-winning supervisory, team-building, and volunteer leadership qualities centered around a results-oriented commitment to collaborative excellence.*

BUSINESS EXPERIENCE

Real Estate Broker (Self-Sponsored—IL License #475.118990) 2009 -- Present
Real Estate Salesperson (IL License #476.000446) 2008 -- 2009

Substitute Teacher 2006 -- Present
Teacher Assistant 2005 -- 2006

North Suburban Special Education District

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

Program Support Coordinator 2000 -- 2001

Lake Forest Graduate School of Management

Facilitated relations among administration, faculty, and students for an executive MBA graduate program with a focus on campus operations and varied student services.

Management Consultant

1992 -- 1998

MG2 Consult

Established a multi-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. Varied assignments included: corporate and government grant funding to establish a new certification program for nephrology health care professionals; feature article writing for magazines and newsletters; direct mail/recruitment/retention brochure writing and design; and development of national/state/local organizational management materials.

Account Executive

1993 - 1995

The Sherwood Group

Exercised full-scale CEO responsibilities as Executive Director for 1,200+ member Association of Mental Health Administrators, an international professional organization for behavioral health care executives. Direct involvement in all facets of operations: board of directors, state chapters and committees; bylaws and legal issues; membership marketing; annual conference and seminars; professional certification program; journal and newsletter publishing. Exercised representative liaison function with other non-profit health care organizations, federal agencies, and for-profit corporations.

Manager of Program and Service Development

1988 - 1992

American Dental Hygienists Association

Administered the continuing education and leadership development program of a 35,000+ member national organization for licensed dental professionals. Managed technical contributions of health care experts, produced and marketed multi-media educational materials, and engaged in grant procurement from major corporations. Directed a comprehensive marketing program (strategy/plan development, research, advertising, direct mail, sales promotion).

Director of Continuing Education

1987 - 1988

Executive Assistant

1984 - 1987

American Dental Assistants Association

Managed the professional education program of a 20,000+ member national health care association. As Executive Assistant, served as public relations coordinator, meeting planner, office manager, and liaison to board of trustees and committees in collaboration with the Executive Director.

EDUCATION

Lake Forest Graduate School of Management

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

Loyola University of Chicago

- *Bachelor of Arts, Magna Cum Laude (Broadcast Communications Major), 1985*

PROFESSIONAL LICENSES, AFFILIATIONS, AND AWARDS

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

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

State and NCLB Approved Paraprofessional/IL Educator ID# 793596

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