

# MOLLY MUIR

AN EXPERIENCED, ACCOMPLISHED OPERATIONS PROFESSIONAL & LEADER

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## EXECUTIVE SUMMARY

An experienced, driven, and accomplished operations professional and leader, with a long and proven track record of excellence while working for many leading, high-profile companies

## SUMMARY OF QUALIFICATIONS

- Has many years of top experience, holding positions of increasing scope and responsibility.
- Strong background in management, operations, profit and loss, strategic planning, team building and leading, project management, budget administration, procurement strategy and implementation, vendor management, new process implementation, stakeholder relationship management, and client relations.
- Hard-working and driven, while highly-experienced in all aspects of operational management, and is proven in consistently meeting the highest in bottom-line expectations.
- Well-versed in developing and implementing new programs and practices which meet with success, and see all organizations to their peak potential.
- Has managed many successful projects, can handle many projects simultaneously, and sees all projects to their successful completion.

## PROFESSIONAL EXPERIENCE

ARCULES, Irvine, California

**Head of Operations/Chief of Staff** (2017-Present)

Directly responsible for managing day to day company operations, profit and loss, staff training and development, workflow coordination, policy and procedural development, human resources administration, key staff recruitment, staff performance evaluation, and handling a wide variety of special projects.

Selected Accomplishments, Projects, and Initiatives:

- Has managed smooth, efficient, and cost-effective company operations since firm's inception.
- Built human resources department, and has facilitated the hiring of 65 employees in less than eight months.
- Successfully negotiated lease for permanent office space, and established firm's procurement practice.

INTUIT, Mountain View, California

**Senior Strategic Vendor Leader – Office of the CTO** (2016-2017)

Directly responsible for managing firm's day to day strategic vendor operations, architecting and implementing VMO strategies, consolidating vendor relationships, vendor sourcing and vetting, monitoring vendor performance, and fostering internal relationships between VMO and cross-functional teams.

- Established and implemented VMO strategy, positioning it as a world class organization.
- Revitalized relationships with Workforce Technology Vendors, the largest vendor portfolio within Intuit.
- Consolidated vendor relationships by researching vendor capabilities and other key factors.
- Orchestrated and drove many co-development efforts across vendors/with multiple vendors.

BDP INTERNATIONAL, Philadelphia, Pennsylvania

***Global Executive Director of Corporate Technology/Head of IT Procurement/Chief of Staff to CIO*** (2013-2016)

Responsible for managing corporate technology operations, team building and leading, analyzing enterprise systems, technical process optimization, managing quality deliverables across business units, budget administration, staff performance evaluation, succession planning, escalation management, and other executive-level functions. Managed a \$25 million global IT budget. Reported directly to the CEO.

- Pioneered corporate technology role, improved strategic direction, and gave corporate functions (legal, sales, HR, and Compliance) a strong voice; built UI/UX, IT Training, IT Communication, and Salesforce teams from ground up, and saw them to peak potential.
- Personally established vendor management and IT procurement capabilities, successfully reduced contract risk, and launched foundation for SOX governance.
- Established global help desk and centralized support system, which significantly improved response time for incidents, bugs, and upgrades.
- Provided real-time viability of integrated sales data, eliminated redundant accounts, and greatly enhanced targeting strategy while improving support to a 200-plus, multilingual global sales force.

ASTRAZENECA, Wilmington, Delaware

***Enterprise Architecture Community Manager*** (2012-2013)

Responsible for community management, performance management, resolving legacy conflicts between architecture groups, staff training and supervision, budget planning and administration, and new process implementation. Established firm's first global community of IT architects, ensuring top performance across architecture practice. Managed staff of five, and controlled a \$2 million budget. Expanded Troux repository, ensuring efficient management of EA artifacts.

- Consistently improved decision making, data ownership, and 1S plans with real-time modeling of architecture strategy, implemented governance and shared accountabilities, and reduced redundant systems.
- Created a sense of ownership throughout community, which encouraged architects throughout organization to share projects, challenges, and successes.
- Designed standard global strategy, and optimized business capabilities based on best practices.

***Information Strategy Architect & Security Risk Manager*** (2011-2012)

Responsible for information strategy development, supervising technical team, managing solution architects, formulating data risk security profiles, new program and process implementation, and other related assignments.

- Consistently met Mike 2.0 standards, and followed industry best practices via the revamping of Information Management Department, enterprise delivery organization, and operating model.
- Strengthened business risk evaluation capabilities and increased ability to quantify data risk through designing a technical controls framework which balanced data security risks with need for efficient access to data.

***Global Software Category Sourcing Manager*** (2008-2011)

Responsible for overseeing global category sourcing activities, vendor sourcing and vetting, supplier price negotiation, and supplier relationship management. Developed multi-year software functionality strategies, working with corporate, IT, R&D, and commercial business units for needs prioritization. Strengthened relationships with Tier I and high-risk R&D software suppliers, while sourcing as many as 30 products.

- Delivered \$10 million in savings via negotiating agreement for Biology Lab Notebook's electronic platform (moving from paper-based system), and saved an additional \$2 million by consolidating licensing of many software products.
- Attained \$5 million in annual cost reductions by consolidating vendor contracts, negotiating optimal pricing, eliminating redundant spending, and combining spending to obtain volume discounts.

**EDUCATION**

- Master of Science in Information Science, Pennsylvania State University, Malvern, Pennsylvania
- Bachelor of Science in Business Administration, Elizabethtown College, Elizabethtown, Pennsylvania