

# Judy Ellen Popov

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## Career Skills:

- 10+ Years of Professional Work Experience
- Excellent Oral & Written Communication Skills
- Exceptional Interpersonal Relations
- Marketing Collateral Development
- Self Starter
- Innovative & Creative
- Meticulous Organizer
- Cost Benefit Analysis
- BCM and CRM Database Management
- Determined Problem Solver
- Remarkable Attention to Detail
- Licensed Notary Public

## Technical Skills:

- Proficient in MS Office Applications (Word, Excel, PowerPoint, Outlook Etc.)
- Adobe Acrobat 8 Pro, Photoshop and some InDesign
- Peachtree
- Familiarity with HTML and Sequel

## Employment History (2001 – Present): *extended employment history available upon request (1997 -2001)*

**National Rifle Association Foundation, Executive Assistant** Fairfax, VA 22030 May 2010 – Present  
Supervisor: Sandy Elkin (703) 267-1131

- Provide administrative support to the grants department Director, including maintaining Board of Trustee minutes, scholarship records, final reports and other general office tasks
- Assist applicants with the application process, status, final reports, general questions and possible funding options

**ABC-MTS, Federal Account Manager** Herndon, VA 20171 November 2009 – April 2010  
Supervisor: Ricky Dewey (703) 673-3902 or (703) 369-2345

- Reaching out to contract officers and specialists to discuss current and future solicitations and the possibility of projects being set-aside for small businesses, more specifically service-disabled veteran owned small businesses
- Searching bid boards like FBO, FedBid, ASFI, SEWP IV and GSA Advantage for available opportunities. This includes reading the specifications and requirements in detail to assure a competitive bid
- Shopping vendors for listed items and negotiating the best price and/or a comparable alternative
- Preparing formal quotations with pricing that can not only win the contract, but also produce the maximum margin
- Creating a Customer Relationship Management database with quality touch notations and regularly scheduled follow-ups including setting up appointments for outside sales representatives

**Hampton Roads Economic Development Alliance, Marketing Assistant** Norfolk, VA 23510 June 2009 – August 2009  
Supervisor: Kate Rodenhouse (757) 664-2626

- Administrative duties, including reception, parking validation, database maintenance, copy editing, event coordination and maintenance of dossiers and itineraries in conjunction with weekly and monthly reports
- Formation of marketing materials for investor relations and client visits, such as project data sheets, illustrations and market research to be included in proposal presentations and mailings

**Air Systems International, Inc., Repair Services Manager** Chesapeake, VA 23320 November 2001 – April 2008  
Supervisor: Ray Ellis (757) 424-3967 Ext. 316

- Supervised the repair services team to assure efficiency, accuracy and quality customer service.
- Facilitated the resolution of customer complaints, to maintain relationships for long term retention.
- Assisted the marketing manager with numerous tasks, including flyers, PowerPoint presentations, training manuals and catalogs for Business-to-Business, Business-to-Government and Business-to-Customer sales.
- Generated return authorizations for damaged shipments, returns and repairs. Upon arrival I analyzed each incident to control costs, identify recurring issues and minimized future occurrences
- Transformed the repair department into an efficient, streamlined team with a 98% profit margin through restructuring and the implementation of new processes that eliminated antiquated, costly and laborious routines
- Maintained an “own the company” attitude with a full understanding of the entire organization to optimize profits and retain customers

## Education:

Bachelor of Science - Business Administration Old Dominion University Norfolk, VA December 2008  
Major: Marketing (3.62) Minor: Communications (3.92)  
Associate in Science – Business Administration (3.6) Tidewater Community College Chesapeake, VA May 2006

## Honors & Awards:

- *Who's Who of American High School Students* 1998
- DECA/Marketing, District Competition Winner – 1<sup>st</sup> Place Overall
- DECA/Marketing, State Competition – Runner-Up
- DECA/Marketing, National Competitor: Denver, CO
- High School Honor Graduate 1998, # 35/300+
- Tidewater Community College, *magna cum laude*

**References:** Available upon request