

ZACH WILLIAMS

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EDUCATION

DUKE UNIVERSITY, The Fuqua School of Business, Durham, NC. GPA 3.73. GMAT 700
Masters of Business Administration, Finance 2007. Recipient of Wesley Magat Merit Scholarship, Corporate Finance Teaching Assistant, Toastmasters Event Planner, Fitness Club Mentor, Finance Club

OBERLIN COLLEGE, Oberlin, OH. GPA 3.2
Bachelor of Arts, Theater 1995. Oberlin Student Theater Association, Gilbert & Sullivan Players, Oberlin Student Co-op Association. Coursework in Economics and Calculus

SANTA MONICA COLLEGE, Santa Monica, CA. GPA 4.0
Coursework in Business, Accounting, Statistics, and Political Economy, 2004 & 2005

EXPERIENCE

- 2013 to Present **MERCY COLLEGE SCHOOL of BUSINESS**, New York, NY
Assistant Dean, Coordinator for Strategic Consulting Institute, and Instructor
(started as Adjunct Instructor in 2013 and promoted to current position in 2016)
- Negotiate and manage partnerships with study abroad schools
 - Ensure proper budget allocations for School of Business
 - Create, promote, and support development workshops for faculty and students
 - Supervise student consulting teams for real-world consulting engagements
 - Achieve mandated goals for student recruitment and career placement
 - Teach online MBA courses using Blackboard platform
 - Teach MBA courses in Business Communication, Management, Organizational Behavior, Economics, and Corporate Finance
- 2010 to Present **ART of PRESENTATION CONSULTING COMPANY**, New York, NY
Founder, CEO
- Develop and execute company business plan to serve the communication training needs of clients including Fortune 500 Companies, Federal Agencies, Academic Institutions, Non-profits, and CEOs
 - Create in-person and online workshops on multiple public speaking topics
 - Maintain public speaking blog, company newsletter, and social media marketing
- 2015 to 2016 **RUTGERS BUSINESS SCHOOL**, Newark & New Brunswick, NJ
Part-Time Lecturer
- Teach courses in Business Communication to Full-time and Part-time MBA students
- 2007 to 2009 **NEW YORK LIFE INSURANCE**, New York, NY
Management Associate
- Worked on Special Markets Investment team, responsible for managing, reporting, and liability matching for \$3.5 billion of NYL assets
 - Managed financial evaluation reports for over 30 third-party administrators to NYL's Membership Association division
 - Managed 16 IPS analysts responsible for speed of service goals in processing of automated work items and incoming and outgoing funds transfers and mail
 - Facilitated adjustment of an IPS annuity-processing step, reducing staff needs by 2.3%
- 2006 **GALILEO GLOBAL HORIZONS FUND**, New York, NY
MBA Intern
- Analyzed strategy for the \$200 million equity hedge fund and recommended changes based on performance and value of information analyses
 - Managed daily trade confirmation process

2001 to 2003 **BODY of CHANGE** (fitness training company), Los Angeles, CA

General Manager

- Led a sales team that always achieved a \$60,000 monthly minimum and often surpassed an \$80,000 monthly goal
- Raised monthly electronic funds transfers from \$28,000 to \$52,000 over 12 months
- Managed 2-4 Assistant Managers with sales goals and operational duties
- Managed 15-20 personal trainers serving over 400 active clients
- Implemented HR and operations procedures that decreased customer service complaints significantly below the industry average

ONLINE ARTICLES

Articles analyze current communication events and offer instruction on public speaking best practices. Online articles are posted on company website and email distribution sites

“Network with a Dynamic Elevator Pitch,” June 2015, [Link](#)

“Use the TAKESM Formula to Present Graphs,” April 2015, [Link](#)

“John McCain Delivers Powerful Speech Against the Use of Torture,” December 2014, [Link](#)

“How to Make a Great Toast,” November 2014, [Link](#)

“Travel Ban Message is Dangerously Effective,” October 2014, [Link](#)

“Use of Humor: Don’t Ask for the Laugh,” September 2014, [Link](#)

“Communication Lessons from Wedding Speeches,” August 2014, [Link](#)

“LeBron James Chooses Superior Communication Strategy to Announce His Return to Cleveland,” July 2014, [Link](#)

“Three Tips to Using Effective Facial Expressions,” June 2014, [Link](#)

“Three Tips to Delivering More Engaging Technical Presentations,” May 2014, [Link](#)

“Three Tips to Avoid being Upstaged by PowerPoint,” April 2014, [Link](#)

“Storytelling Techniques Greatly Enhance Business Presentations,” March 2014, [Link](#)

“Michael Bay Intense and Terrifying Public Meltdown,” February 2014, [Link](#)

“Improvisational Acting is a Great Skill for Businesspeople,” January 2014, [Link](#)

“Congressman Trey Radel Uses Good Communication Skills to Save his Career,” December 2013, [Link](#)

“Five Tips for Managing Q & A,” November 2013, [Link](#)

“Four Tips to Making a Successful Sales Presentation,” October 2013, [Link](#)

“Awareness of Gender Stereotypes Can Help Female Presenters,” September 2013, [Link](#)

“Joe Lhota Lacks Presentation Skill and any Chance of Becoming NYC Mayor,” September 2013, [Link](#)

“Edward Snowden Needs a Presentation Consultant,” August 2013, [Link](#)

“Three Tips to Staying Calm During a Speech,” August 2013, [Link](#)

“The Paula Deen Apology Critiqued,” July 2013, [Link](#)

ADDITIONAL INFORMATION

CFA - passed level II in June 2009. LOMA FLMI Certification. Worked as a professional actor from 1995 to 2001 and developed skills in marketing, networking, and public speaking