



## RESUME CARA L. TAUSSIG, MBA

### EDUCATION

MASTER OF BUSINESS ADMINISTRATION, Accounting Concentration, Yale University School of Management, New Haven, CT, May 1991.

BACHELOR OF ARTS, English with Honors, Haverford College, Haverford, PA, May 1987. Junior Year Abroad - Université de Provence - Aix-en-Provence, France, 1985-86.

### PROFESSIONAL EXPERIENCE

- April 2008-present, ADMINISTRATIVE AND PROJECT SUPPORT STAFF, Heritage Landscapes, Charlotte, VT and Norwalk, CT. Editing reports, billing, travel arrangements and data management.
- 2003-2007, INDEPENDENT CONTRACTOR, Pangea Performance Consulting, Inc., San Diego, CA and Burlington, VT. Researched and created executive training materials on leadership, coaching, decision-making, organizational change, emotional intelligence, and more.
- 2005-2007, NORTHWEST REGION COORDINATOR, Vermont Earth Institute, Greater Chittenden County, VT. Coordinated community-based discussion groups, launched Burlington Sustainable Living Network, cultivated 400-strong regional community of interest in sustainable living.
- 2001-2002, TECHNICAL SERVICES DIRECTOR, SPSS MR Online, an SPSS Company, Lewisville, TX. Implemented online survey research partnership with AOL, managed eleven technical staff.
- 2000 – 2001, VICE PRESIDENT, Technology Marketing, Digital Marketing Services (DMS), an AOL Company, Lewisville, TX. Developed marketing plan and pricing models for online survey management system, led training and support functions, designed Help Desk database in Microsoft Access, prioritized and planned system and process enhancements with development staff and third parties.
- 1996 – 2000, DIRECTOR OF OPERATIONS, PERT Survey Research, Bloomfield, CT. Managed direct staff of six and total staff of 50 full-time and 90 part-time in two data collection call centers and three main survey production departments (programming, field operations, data processing), planned, managed and analyzed annual budgets for salaries and capital expenditures that increased from \$2 million to \$3 million during 1996 to 2000, designed and developed custom cost accounting system in Microsoft Access database to provide timely, actionable profit and loss information on jobs, departments, suppliers and clients, conducted annual and routine planning and pricing reviews with owners to guide business, defined telecom infrastructure and negotiated service contracts, saving \$140,000 per year, managed implementation of computer-aided interviewing technology and processes which decreased call center costs by 30% (\$500,000) and saved over \$60,000 on printing and shipping costs annually.
- 1996 – 2000, DIRECTOR OF PRODUCTION, PERT Survey Research, Bloomfield, CT. Managed direct staff of four and full-time staff of 30 in areas of programming and data processing, coordinated all computer and software planning, implementation and budget totaling \$150,000, developed staff, led taskforce that reduced hours for data processing by 30%, enabling more in-house production.
- 1993 – 1995, CONSULTANT, Information Technology (IT) Strategy and Planning, IBM Corporation, IBM Consulting Group, Southbury, CT. Conducted surveys, workshops and research to align clients' IT plans with business needs, developed technology project prioritization tool that was adopted as part of IBM's intellectual capital, wrote and edited proposals and reports for a range of manufacturing clients.
- 1991 – 1993, PLANNING ANALYST, IBM Corporation, Industrial Sector Division - Milford, CT. Provided strategy consulting and staff support to Division President and Vice President of Operations, researched, analyzed and wrote industrial sector strategic outlooks.

# Heritage Landscapes LLC

Preservation Landscape Architects & Planners

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- 1989, RESEARCH INTERN, Bush Center in Child Development and Social Policy, Yale University, New Haven, CT. Researched and co-authored: Zigler, Edward, Taussig, Cara, and Black, Kathryn. 1992. Early Childhood Intervention: A promising preventative for juvenile delinquency. *American Psychologist*, 47:997-1006.
- 1987 – 1989, CURATORIAL ASSISTANT, Department of Twentieth Century Art, National Gallery of Art, Washington, D.C. Earned cash Employee Incentive Award for developing a departmental filing and archiving system.
- 1986 – 1987, TELEPHONE COUNSELOR, Women’s Law Project, Philadelphia, PA.

#### **PROFESSIONAL AFFILIATIONS**

- Newfield Networks Certified Coach, February 2009. Member International Coach Federation.