

Mary Beth Gianoli, M.A.
Business Projects Manager
Consultant, Assessment and Selection
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SUMMARY

- Organized and efficient with strong communication and interpersonal skills.
- Decisive and direct, yet flexible in responding to change and managing multiple priorities.
- Enthusiastic and creative with excellent motivational and collaborative skills.
- Proficient in Microsoft Office including Access, Excel, Outlook, PowerPoint, and Word.
- Knowledgeable in AMOS and SPSS statistical packages.
- Skillful at gathering and interpreting statistics.

EDUCATION

- M.A.** Industrial/Organizational Psychology, University of Missouri-St. Louis (December, 2006)
- M.A.** Human Resources Development, Webster University (October, 2002)
- M.A.** Computer Resources and Information Management, Webster University (October, 2002)
- B.S.** Biology, Marian College (May, 1978)

PROFESSIONAL EXPERIENCE

EASI•CONSULT, LLC, St. Louis, MO

Business Projects Manager (May 2006 – Present)

- Assisted with the preparation and submission of proposals.
- Provided support to senior consultants and staff members working on a variety of projects.
- Assisted with project management tasks for ongoing projects and short-term assignments.
- Coordinated the implementation of an on-line collaboration and document management tool (SharePoint) and provided training and on-going technical support to users.

Assessment and Selection Specialist (June 2005 – Present)

- Coordinated the implementation of online 360 survey processes for companies with multiple locations in the US and abroad.
- Assisted with the creation and execution of an online survey tool to assess employee satisfaction for a company with multiple locations across North America.
- Contributed to the development and implementation of the Work Styles Predictor™, an online test and structured interview tool for entry level positions across companies and industries.
- Participated in a research project to examine the personal characteristics associated with expertise in specific fields as well as the training implications of these findings.
- Directed the implementation of a multifaceted communications and collaboration software package, created end-user training materials, and provided training and on-going technical support to users.
- Assisted with the creation and validation of competencies for multiple jobs within a large organization by conducting and coding interviews, facilitating small group validation processes, compiling data, performing data analysis, and designing structured interview questions.
- Coordinated the EAQ® process for the development and selection of candidates by creating success profiles using data from subject matter experts, scheduling assessments for candidates, and generating a report template for each candidate.
- Revised and updated the standard operating procedures for the EAQ® process, created/updated training materials, and trained consultants in the use of these procedures.
- Assisted senior consultants with various projects by conducting focused literature reviews, researching assessments and selection tests, creating developmental resources, and performing other tasks as needed.

SAINT LOUIS UNIVERSITY, St. Louis, MO (January 2005 – May 2005)

Student Consultant

- Developed in-depth satisfaction survey for health clinic in rural Jefferson County, Missouri.
- Organized distribution of surveys to 500 randomly selected patients as well as all staff members of the clinic.
- Arranged and facilitated two focus groups with 8-12 people in each.
- Participated in ethnographic research at the health clinic.
- Assisted with data analysis of survey responses from approximately 200 respondents, preparation of technical report, and feedback meeting with staff.

UNIVERSITY OF MISSOURI – SAINT LOUIS (August 2004 – May 2006)

Video Instructional Program Coordinator for the Psychology Department

- Managed the 2nd largest video program at UMSL with 4 courses and over 200 students each semester.
- Reviewed and adopted appropriate textbooks.
- Created study outlines and tests for courses.
- Managed all communication with students, the On-line Testing Center, the Office of Disability Services, and all satellite campuses.
- Received the Golden Key International Honour Society's Exceptional Graduate Teaching Assistant Award for 2004 – 2005.

YOUTH IN NEED, St. Charles, MO (March 2003 – August 2003)

Quality Assurance & Accreditation Manager

- Assisted agency in understanding HIPAA regulations and achieving compliance.
- Developed and delivered HIPAA training to over 250 staff members in 18 locations.
- Created HIPAA reference manuals all locations and staff members.

SAINT PATRICK CENTER, St. Louis, MO

Senior Coordinator of Information Systems (1997 – 2001)

- Assisted with the evaluation, purchase, and installation of hardware and software for 3 NT networks including a 100 user, 50 node LAN and a WAN.
- Served as a one-person help desk for all hardware and software issues affecting six locations and over 150 users.
- Developed and implemented software training sessions, including training materials, for over 150 paid and non-paid staff members.
- Coordinated the design of a SQL 7 based client tracking system.

Facilities Manager (1991 – 1997)

- Managed the overall operation of three facilities and five vehicles, including all licensure and insurance requirements.
- Coordinated purchasing for three facilities and ten programs.
- Oversaw the maintenance and janitorial staff, including hiring, day-to-day supervision, and performance evaluation of three employees.
- Served as quality assurance manager.

Director of Research & Program Development (1989 – 1991)

- Performed a needs analysis of the area and the client base to determine additional program needs.
- Researched grant opportunities for the agency.
- Managed the design and implementation of a restaurant work-training program for mentally-ill clients.
- Orchestrated the development of the agency's first computer network.

Coordinator of Client Services (1983 – 1989)

- Directed the neighborhood outreach program, providing direct assistance and counseling to over 700 at-risk individuals and families each year.
- Organized a casserole feeding program utilizing over 500 volunteers to provide daily hot meals to 200 homeless individuals.

SCECINA MEMORIAL HIGH SCHOOL, Indianapolis, IN (1980 – 1983)

Teacher

- Prepared and delivered lectures and labs to over 200 students each semester.
- Served as Sophomore class moderator and Student Council Moderator.
- Assisted with Freshman orientation and retreat programs for students and staff.

RESEARCH EXPERIENCE

UNIVERSITY OF MISSOURI – SAINT LOUIS

Master's Thesis (Fall 2005 – Fall 2006)

- Topic: Expectation of Negotiation Success as a Function of Team Gender and Implicit Trait Information.
- Advisor: Paul W. Paese, Ph.D.

Graduate Research Assistant (September 2003 – May 2005)

- Topic: Establishing Validity and Reliability of the Global Competencies Inventory.
- Principle Researchers: Michael J. Stevens, Ph.D. and Norihito Furuya

PROFESSIONAL AFFILIATIONS

- Gateway Industrial/Organizational Psychologists (GIOP)
- Society for Human Resource Management (SHRM)
- Society for Industrial and Organizational Psychology (SIOP)