

KAREN M. TAYLOR

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PROFILE

- * Goal oriented manager who leads and supervises with a “can-do” attitude
- * Aptitude to grasp and understand complex projects and issues
- * Superb communicator with strong oral and written skills; able to effectively relate to people at all levels
- * Strong ability to multi-task with focus
- * Excellent ability to cultivate, develop, nurture and maintain relationships
- * Problem-solver – sees opportunity when problems arise
- * High level of perseverance and ability to embrace change
- * Demonstrated ability to maintain absolute confidentiality
- * Excellent track record of coordinating and managing corporate, political and community events
- * Self-directed and self-motivated
- * Excellent computer knowledge and skills

EMPLOYMENT

L.R. Nelson Corporation, Peoria, Illinois
Director of Executive Administration
12/89 – 9/08

As Director of Executive Administration of this international manufacturing company, I was responsible for three functional areas with regard to the executive office: Corporate affairs, public/governmental affairs and private affairs. I served on the corporate Management Team, as well as the corporate Strategic Planning Team. Responsibilities included:

GENERAL MANAGEMENT

- Member of the corporate Management Team
- Member of the corporate Strategic Planning Team
- Manager of the due diligence process for the sale of L.R. Nelson Corporation to Bosch Tool Works
 - Developed internet-based data sharing room through “Intralinks”
 - Shared with 75 internal and external partners
 - Included 1,300 attachments totaling over 8,500 pages of information
- Manager of closing process for the sale of L.R. Nelson Corporation to Bosch Tool Works
- Chairperson for corporate Art Team and manager of corporate rental art program
- Managed design, usage and maintenance of corporate condominiums

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EMPLOYEE/CONSULTANT MANAGEMENT

- Supervised and delegated work load to Administrative Assistants in the executive office and to overflow employees
- Directed corporate pilots
- Supervised The Ransburg Collection employees
- Scheduled runners & maintenance employees
- Managed and directed data base consultant
- Assigned IT Department for various systems' needs

INTERIOR DESIGN PROJECT MANAGEMENT

- Responsible for design, budget development and management of projects requiring interior design
- Oversaw all aesthetics at Corporate Headquarters
- Design projects have included:
 - 10,000 sf Product Design Center – Wauconda, IL
 - 6,500 sf Corporate Office – Wauconda, IL
 - 1,500 sf Corporate Showroom – Wauconda, IL
 - Corporate Suites at the Peoria Civic Center & O'Brien Field
 - Three Corporate Condominiums – Peoria, IL & Vail, CO
 - Corporate Aircraft

EVENT PLANNING

- Oversaw the coordination of the Board of Directors' meetings
- Organized and participated in corporate Strategic Planning Team meetings and retreats
- Planned and participated in Executive and corporate Management Team outings
- Oversaw political and community fundraising
- Planned community-related events
- Organized Nelson corporate events

TRAVEL MANAGEMENT

- Managed flight schedules for two corporate aircraft
- Official FAA contact for L.R. Nelson
- Liaison for corporate travel agency

ADMINISTRATIVE

- Liaison to Board of Directors
- Wrote articles, speeches, letters, memorandums, minutes, agendas
- Directed management of 22,000+ name data base
- Managed electronic calendars

EXECUTIVE PERSONAL

- Directed and assisted Chairman's political campaigns -- i.e., three Mayoral, one City Council
- Handled treasury function for the political campaigns
- Administrator for Vision 2020 activities

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Home-Based Business – “Taylored Spaces”

Free-Lance Interior Designer

1/92 – Present

- Started home-based business as an art consultant
- Grown business to its present full-service interior design business

Metro Traffic Control, Houston, Texas

Assistant to the President

11/88 - 12/89

As Assistant to the President for the largest traffic reporting company in the nation, responsibilities included:

- Liaison between the President and local and national employees, as well as business associates
- Managed sales support department and receptionist
- Handled President’s personal accounting and insurance
- Partnered with President on community projects
- Coordinated personal social functions
- Helped recruit and manage the personal household staff

EDUCATION

Patricia Stevens College, St. Louis, Missouri

Major: Public Relations

GPA: 4.0

SKILLS/SOFTWARE PROGRAMS

Microsoft Windows

Microsoft Word

Microsoft Access

Microsoft Power Point

Microsoft Excel

Lotus Notes

ELECT Fundraising Software

ELECT Constituent Service Manager

COMMUNITY INVOLVEMENT

Sustaining Member – Junior League of Peoria

Lead Coordinator – President Bush’s Visit to Peoria, July 2008

Former Board Member – Lake of the Woods Homeowners’ Assn

Former Director – Heart of Illinois Big Brothers/Big Sisters

Volunteer – Dunlap Middle School

Volunteer – Arthritis Foundation

Volunteer – Christmas in April

Volunteer – Peoria Area Community
Events (PACE)

Volunteer – Steamboat Days

-- REFERENCES AVAILABLE UPON REQUEST --