

HEATHER J. STONE—ADMINISTRATOR

QUOTES

- Be so good they can't ignore you. —Steve Martin
- Nothing we do is more important than hiring and developing people. At the end of the day, you bet on people not on strategies.--Lawrence Bossidy
- There may be people who have more talent than you, but that's no excuse for anyone to work harder than you do. —Derek Jeter

OVERVIEW

A capable administrator with fifteen years' experience overseeing programs and helping people succeed. Good at building relationships and engendering support in meeting institutional goals.

EXECUTIVE MANAGEMENT

Highlights

- President of three corporations in technical, training, and service industries.
- Oversaw the process of taking a company public and completing financial auditing requirements.
- Profit and loss responsibility for marketing, sales, product development, product management, customer service, operations, IT, and accounting functions.
- Recruited and managed executives.
- Cultivated relationships with large international and national customers, investors, and partners.
- Recruited and coordinated activities of board members. Ran board meetings.
- Managed product release process for three software companies. Formal training in product life cycle.
- MBA with an emphasis in marketing.

Summary of Work Experience

Organizational Communication Consultant (2015-present), AsktheStones.com LLC, American Fork, UT
Owner (2000-2003, 2007-2011), Business Plans LLC, Roy, UT
President (2005-2007), Executive Vice President (2003-2005). ATA Services, Salt Lake City, UT
President (1999-2000). Myjobsearch.com, Salt Lake City, UT
President (1997-1999). The Murdock Group, Salt Lake City, UT
Director of Product Marketing (1994-1996). Viewsoft, Inc., Provo, UT
Product Line Manager (1996-1997), Product Marketing Manager (1993-1994). Novell, Provo, UT
Technical and Marketing Writer (1991-1993), Novell, Provo, UT
Technical Writer (1988-1991), Clyde Digital Systems, Orem, UT

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ENTREPRENEURSHIP

- Consultant with expertise in startup and high-growth companies.
- Wrote more than 60 business plans and helped numerous companies raise money.
- Started and ran three small businesses.
- Managed two companies through successful financial turnarounds.
- Created entrepreneurship curricula for teenage and adult learners.
- Volunteered as a startup/fundraising counselor for Service Corp of Retired Executives (SCORE).
- Served as Board Member for Utah Microenterprise Loan Fund.
- Named as seven-state finalist for *Working Woman* magazine Entrepreneurial Excellence Awards.
- Named one of top 25 business women in Utah by *Utah Business Magazine*.

ACADEMIC ADMINISTRATION

- Wrote plan for Department of Communication Graduate Student Teacher Training Program.
- Assisted with normalizing and assessing first-year composition program outcomes.
- Gathered data from students to assess technology-assisted formats for first-year composition program.
- Served on national 7-person board of the graduate organization for the Council of Writing Program Administrators.