

Gregory A. Long

PROFESSIONAL SUMMARY

Fortune 20 professional turned stay-at-home dad of four successful children. Strong analytical and project management skills. Excels in budget management and process development. Track record of progressive responsibilities of leadership roles. Extremely deadline-driven, with excellent planning, communication, and negotiation skills emphasizing win-win solutions.

CORE COMPETENCIES

- Extremely detail-oriented, financially savvy
- Consistently proactive, thorough and responsive
- Initiates and takes full ownership of issues as required
- Skilled in developing & managing extensive project plans
- Ability to communicate with all levels of an organization
- Strong problem analysis and problem solving ability
- Organized & professional
- Ability to grasp concepts and processes quickly
- Seeks challenges
- Ability to multi-task without losing focus of day-to-day

PROFESSIONAL EXPERIENCE

Notary Agent Expertise – Self-employed

- Prepared and notarized legal paperwork for over 1,000 real estate transactions, including buyer, mortgage, refinance and seller packages, reviewing over 150-200 pages per transaction with accuracy.
- Organize workday and travel to appointments to include early arrivals, meet with clients in various environments including home, retail settings, and offices.
- Streamline work to maximize time and focus on customer.
- Use critical thinking to proactively resolve errors to achieve highest customer satisfaction.
- Complete detailed accounting of work to include tax deductions and self-employment tax.

Project Management

- Remote office support. Experience traveling to various US locations to assess, prepare plan and transition technical services and hardware moves. Skilled in creating documentation and procedures for consistency and accountability.
- Manage/assist in training and advanced troubleshooting for large scale projects.
- Comfortable communicating with executives and upper level management including production of matrixes for executive level reporting. Excels in maintaining and exceeding daily project statuses, facilitating escalating issues and prioritizing, and adhering to the highest of standards of customer services.

Management/Supervisory Skills

- Skilled manager of project teams and second tier technical teams in corporate environments.
- Enhanced productivity by building high-performance teams, leveraging all aspects of hiring/training personnel, personal and team development and annual reviews.
- Builds rapport with management and cross-functional teams, emphasis on networking and open lines of communication.

Technical/Analytical Expertise

- Supervised and supported help desks teams.
 - Developed and managed corporate and departmental Intranet and Internet projects.
 - Launched a multi-company internal domain name server project to restructure and reorganize the enterprise Intranet infrastructure.
 - Provided support for personal computer hardware and software issues for thousands of devices.
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- Supervised the purchase, configuration and distribution of all desktops and laptops.
- Conducted training classes for new employees on desktops and laptops to meet company specifications.
- Created risk, impact and dependency assessment documents with detailed contingency plans.

Program/Event Management

- Scout locations; negotiate fees and contracts for multi-person 5-day events over 20 years.
- Coordinates travel and lodging, meals & activities for thousands of people.
- Builds and manages budget, reviews with stakeholders and executes plan, delegates tasks as needed

CAREER HIGHLIGHTS

Mobile Notary - Self Employed

Accomplished and energetic mobile notary closer with 1,000 real estate transactions including a mortgage, reverse mortgage, and cash buying and selling transactions. Motivated leader with strong organization and customer service abilities. Certified through National Notary Association with background check.



Team Leader/Project Manager accepting roles of increasing responsibility with strong customer focus and large project facilitation. Instrumental in process improvement and initiating change through analysis of current process, eliminating redundancy, reducing cost, decreasing overtime and creating procedures for future employees.



Rapid progression, began as computer operator, promoted to programmer for company systems, and later progressed to desk support analyst. Change agent for associates adapting to new equipment and software.



Computer operator for large steel & copper manufacturing company. Responsible for monitoring and delivering corporate data to senior level executives. Recognized for meeting and consistently exceeding deadlines.

EDUCATION & CERTIFICATIONS

Bachelor of Science, Digital Communication	Franklin University, Columbus, Ohio
Associate of Applied Science Computer Information Systems	Penn State - Penn College of Technology, Williamsport, Pennsylvania.
Commercial Driver License (CDL)	State of Texas
Notary Public Commission	State of Texas
Notary Agent Certified	National Notary Association

INTERESTS/HOBBIES

Golf – Event Planning – Spending time with Family – Budgeting & Financial Planning – Traveling.
