

# MICHAEL REED

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## PROFILE

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*Over 18 successful years of experience in Management, Operations, Project Management, Budget Development, Legislation Forecasting, Public Speaking and Quantitative Analysis*

- Fast learner with a wide range of practical skills; strong desire to grow professionally
- Extremely analytical and articulate in researching, analyzing, documenting and solving problems
- Proven performance in a hectic environment involving high volume business and daily deadlines
- Equally effective working in self-managed projects and as a member of a team

## EXPERIENCE

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Research and Planning Consultants, Austin, Texas

1997- Present

### **Research Consultant • Project Manager**

- Calculate, set and document rates, liabilities, payments, investments and prepare forecasts for healthcare and environmental industries utilizing intuitive probability and statistics
- Exercise quantitative methods that provide expert witness support in litigation and administrative hearings
- [Optimize geographic information systems to provide added value to statistical and formulated data](#)
- Utilize mathematical skills that analyze and solve business problems
- Collect and categorize demographics, format and analyze findings; compile accurate statistical information and generate reports
- Experience in utilizing computerized systems to compile and access research/statistical information; maintain company websites
- Act as Project Troubleshooter, handle emergency situations and last minute details calmly and professionally at all times
- Work with others in discerning the degree of difficulty, make adjustments and mediate discussion sessions for resolving dilemmas
- Implement creative and influential techniques in working with diverse groups of team members, assigning exacting positions with individual capabilities

State of Texas–Policy Council, Austin, Texas

1994-1997

### **Policy Specialist • Project Manager**

- [Monitored state and federal legislative action, consulted with federal lawmakers on writing legislation, presented at conferences, hearings and meetings](#)
- Appointed to represent state in working groups which discussed project issues; made recommendations to appropriate bodies
- Designed and implemented public policy research projects for a state “think-tank” which included program monitoring and evaluations
- Performed ad-hoc analyses (economic, statistical and policy) for legislative and executive officials
- Prepared, disseminated and published summary reports on politically sensitive issues (available upon request)
- Facilitated operations and liaison activities; collected, interpreted, analyzed and disseminated information
- Outlined workflow, diagramed critical path charts and ensured projects were inline with budget while maintaining on-time completion
- Oversaw administrative functions, including shift schedules, changes and time critical flow charts on project’s whereabouts
- Maintained a team environment, established excellent working conditions, kept communication channels open for staff input
- Worked directly with management, staff, users/servers, clients, policy makers, council and legislative bodies
- Delivered presentations covering mission of project, timelines, projections, responsibilities of each party and company as a whole
- Advised staff on outcome of project; interfaced and mediated conflicts, delegated responsibilities, outlined appropriate requirements and evaluated job performance

## TECHNOLOGY

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- **OPERATING SYSTEMS:** Windows NT, Windows 95 & 98, DOS
- **SOFTWARE:** PageMaker, Harvard Graphics, Persuasion, Word, PowerPoint, Paint Shop Pro, PhotoShop, VISIO, WordPerfect
- **DATABASE:** Access, Excel, Data Junction, FoxPro, Paradox, Quattro Pro, SQL, SPSS
- **COMMUNICATIONS:** cgi, ftp, HTML, FrontPage, Netscape Navigator, Internet Explorer, Search Engines

**EDUCATION:** Master’s Degree in Public Affairs, The Graduate School at Texas State University, San Marcos, Texas  
B.A. in Sociology, Southwest Texas State University, San Marcos, Texas

**AFFILIATION:** American Society of Public Affairs Professionals; Optimist Club–Sports Coach