

**Key Personnel – Anastacia Sullivan**



# **Railroad Industries Incorporated**

*Full Service Transportation Consulting*

**Anastacia Sullivan**

**775-329-4855**

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### **Experience**

<i>Railroad Industries Incorporated</i> , Reno, Nevada	2004-Present
Director of Operations, Planning and Business Development	2010-Present
Business Manager	2005-2010
Administration Manager	2004-2005

Ms. Sullivan supervises the Project Management, Marketing and Business Development, Human Resources, Accounting and Finance, and Administration departments, having developed comprehensive systems for project coordination, staff development and contract management. Ms. Sullivan administers all contracts and proposal development, including assessment of liability and risk management, compliance and cost recovery. Ms. Sullivan serves as the final quality check for most marketing materials and deliverables regarding technical writing and due diligence, and development of proposals, including project planning, estimating, approach drafting and RFP development/interpretation, project cost tracking and budgeting, communication and quality control. Primary research and analysis includes financial rail evaluations, project interviews, statistics and market analysis, and report presentation techniques. In addition, Ms. Sullivan performs project management, transportation costing, net liquidation valuations, socio-economic statistical analysis and industry surveys for many RII projects. Projects of note include: Net Liquidation valuations for several short line railroads in the Pacific Northwest U.S.; Transportation costing and rate negotiations - transit times, revenue to cost ratio for rates, equipment and alternative routings for various rail shippers and commodities across North America; Regional and National Market Analysis for 3 major manufacturers including industry surveys, demand and regional trends for marketing program planning; Project Manager for infrastructure development in Benin, Africa, including assessment of existing rail line and equipment, future connections with neighboring countries, USTDA grant and proposal writing and in depth negotiations with government officials and investors; and feasibility studies for new facilities for multiple organizations, including Elko County Economic Diversification Authority, Memphis Regional Chamber, Babcock and Brown, BNSF Railway, Washington State DOT, Palladon Iron and Port of Philadelphia.

<i>Realtopia Worldwide</i> , Executive Assistant to CEO Reno, Nevada	2003-2004
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For this Real Estate Investment and Education Company, Ms. Sullivan handled the confidential plans of the CEO, including legal research, document creation and management, and travel coordination, meetings, schedules and special event planning, as well as serving as the Office Manager for central communications, property management, supplies and utilities, library management, and licenses and government compliance; Human Resources Manager handling recruitment, pre-hire screening and testing, training and orientations, payroll, benefits administration and research, confidential documentation and government compliance, wage comparison research, labor contract interpretation, grievances and disciplinary, and employee evaluations; Technical Writing and Research including proofing, content development and collaboration, contract drafting and interpretation, forms design, writing and presenting instructional materials at Realtopia University, and internet and document archive

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and database research; Accounting, handling all Accounts Receivable, bank and credit accounts, Accounts Payable, budgets and reporting; Marketing including serving on the Website committee for layout design and content development, target client research and market development, customer service and sales tracking, and marketing materials development; Purchasing and Logistics including RFP and bid requests, Vendor relations, researched new products, product descriptions and database development, vendor performance tracking, new vendor research and cost to service analysis, Time-in-Transit and cost tracking, and contract and price negotiations. Ms. Sullivan also developed and implemented all administrative Policies and Procedures, job descriptions, and departmental organization for the above departments.

*Macklanburg Duncan Building Products*, Traffic Analyst  
Oklahoma City, Oklahoma

2001-2003

Ms. Sullivan handled most of the distribution shipment functions for this major manufacturing company. From initial shipment billing, shipping and receiving traffic, carrier contracting, rate negotiations, and RFP's and bid requests, to return authorizations, shipment tracking and claims processing, time-in-transit and loss and damage tracking for analysis, Ms. Sullivan researched the chain of custody for each shipment to determine carrier, customer, or shipper liability. Claims revenue increased 45% over two years of Claims processing, invoicing, collections, and follow through. She was heavily involved with the Credit, Customer Service and International Marketing departments, and she wrote and implemented the Shipping and Receiving Return Procedures that reduced loss and increased efficiency and accountability. Work also included tracking of inbound raw materials, inventory management and intra-warehouse distribution.

*Adecco Employment*, Administration  
Oklahoma City, Oklahoma  
Reno, Nevada

January-October 2001  
1998-2001

In Oklahoma City, Ms. Sullivan served in 3 administrative assignments, including purchasing, inventory, credit, sales, and receipts for a retail store, Executive Secretary for 2 Vice Presidents of an oil pump manufacturing company in the International Marketing department, and 3 months at Macklanburg Duncan (above). Projects included presentations, international shipping and communications, travel arrangements, and coordinating staff between several countries. In Reno, NV, Ms. Sullivan worked mainly at the Reno Fire Department for 2 years across several departments including Fire Prevention including permits, fire investigation reports, environmental assessments, complaints, fees and compliance; Inventory control and tracking; Administrative Secretary in support of Senior Staff, and especially all Payroll and Human Resources for the Departments 130 employees. She maintained all confidential employee records, tracked all employee hours and comprehensive benefits, physical and training schedules, grievances following 5 different labor contracts, processed all checks, terminations, and served as liaison between H/R, Risk Management, Civil Service and Payroll at City Hall and Fire Department employees. Ms. Sullivan designed and presented the annual Community Public Information Tour for administration and helped plan City-wide special events. She also tracked the hours and costs to meet compliance for the City's Emergency management grant.

*University of Nevada*, Laboratory Technician  
Reno, Nevada

1995-1997

Ms. Sullivan processed artifacts in the UNR Historical Archaeology lab. Work consisted of handling artifacts as collected in the field, including cleaning, sorting, analyzing and assembling broken artifacts into original components. It also included labeling, data entry, analysis, documentation and reporting on the artifacts, patterns and activities. She maintained detailed records of all tasks, data and procedures for multiple field projects at a time, and maintained laboratory supplies and equipment inventory.

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Truckee Meadows Community College, Writing Consultant  
Reno, Nevada

1993-1996

In the college's Writing Center, Ms. Sullivan coached and trained students in all levels of writing, content development and collaboration, for all modes of writing and text – persuasive, descriptive, argumentative, legal, technical, research reporting, prose and poetry, slogans and headlines. She consulted on proper citations, target audiences, logic and syntax, proofing and mechanics, and curriculum requirements for different writing levels. She also created and maintained the tracking and scheduling system for the writing and tutoring center, trained new consultants, and assessed textbook reading levels.

Shopko Stores, Inc., Senior Salesperson  
Reno, NV

1987-1991

Ms. Sullivan was in charge of the Grocery, Giftware, School Supplies, Checkouts and Seasonal Departments, including supervising staff, merchandising and sales, backstock, receiving and inventory, as well as customer service and cashiering for this national department store. Special projects included annual inventory, seasonal displays, management training, purchasing, pre-employment screening and complete store set up for two new stores.

### **Education**

Associate of Arts, Honors, Truckee Meadows Community College	1993-1995
5 Years Bachelor of Arts Degree, University of Nevada, Reno	1995-2000
Dual Major: Anthropology and Social Psychology; Minors: Ethnic Studies, Gender Studies, and Religious Studies, Additional emphasis in Education and International Politics	
Currently enrolled in Project Management Institute UNR Certification Program	2009-2010
Leadership Management course series	2003
Real Estate Investment course and seminar	2003
Quickbooks Training course	2004
Microsoft Training seminar – Project Manager and DSN	2004
Nevada Department of Transportation Small Business Management Program: ( <i>Best Practices for Small Business Accounting; Doing Business with Banking Industry, State, Local, and Federal Agencies; Nevada Labor Laws, Lien Laws, EEO, and Safety; Plans and Specifications Instruction; Project Matching by Primes and Subs; Evaluating successful bids/proposals; Project selection and proposal preparation; Construction Project Management; Capacity Building Techniques</i> )	2005-2009
Performance Management seminar	2007
Project Management Institute Logistics seminar	2007
FRA Track Safety Standards Training	2008
FRA Bridge Integrity and Worker Safety Training	2008
Active Operation Lifesaver Presenter	2005-Present

### **Awards and Memberships**

1995 – Phi Kappa Phi Honor Society  
1995 – Phi Theta Kappa Honor Society  
1996 – Golden Key National Honor Society  
1996 – Wilbur D. May Scholarship award at UNR  
1996 – Fleischmann Scholarship at UNR  
1997 – Alpha Sigma Lambda Honor Society  
2003 – Exemplary Initiative Award – Realtopia University  
2007 – Present – Member National Industrial Transportation League  
2008 – Present – Member Geothermal Resources Council  
2009 – Present – Member International Economic Development Council  
2009 – Present – Member Project Management Institute  
2009 – Present – Member Economic Development Association of Western Nevada