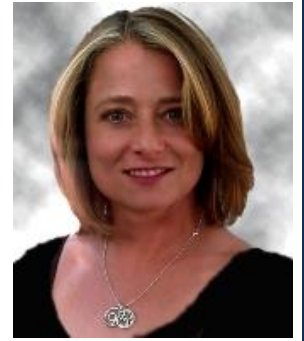




Virtual Professionals

MAITRI MEYER

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PROFESSIONAL SUMMARY

Resourceful business professional that always achieves quality results through efficient and successful completion of every project.

Over 20 years of experience in nearly every business functional area including:

Project and Program Management | International Business | Operations
Marketing & Business Development | Procurement | Financial, Legal & Insurance
Process Creation & Efficiency | HR, especially Recruitment | Start-up Management | Entrepreneurship

Experience and in depth knowledge in the following industries:

Renewable Energy/Solar | Professional Services | Online Retail/Clothing | Food Manufacturing/Exporting
Financial Services/Insurance | Biotechnology | Print Advertising
Government | Higher Education | Community Non-Profits | Association Management

Key skills and attributes from December 2011 peer 360° assessment, results available upon request:

- **Effective Communicator:** Professional written, public speaking and e-communications.
- **Natural Connector:** Continuously initiate and build mutually beneficial relationships.
- **Quick Learner:** Adept at applying new concepts and strategies quickly.
- **Adaptable:** Broad experience in various business functions, industries and sectors.
- **Organized:** Intuitively create or improve structure and processes.
- **Reliable:** Consistently take initiative, follow through and demonstrate customer service focus.

CURRENT ROLES

SUNPEAK, Madison, WI, USA

2014 to Present

Early stage technology company | Commercial Solar Photovoltaic (PV) Developer

Director of Operations 2014 to 2016 | Director of Marketing 2016 to Present

- Second employee hired after President; worked in tandem to build business.
- Grew to 10 employees in 18 months, \$3M annual revenues and 19 completed solar installations totaling 1.5MW, including 2 of largest commercial projects in state.
- Acted as Project Manager for 2015 8-month installation season in addition to other duties/roles.
- Led major web site overhaul for growing company, including reestablishment of messaging and branding, definition of technical requirements and development of content for various target audiences.
- Plan, develop and implement strategy for organizational development in areas of general management, operations, project management, human resources, technology, sales, marketing, bookkeeping, vendor management, insurance and government compliance.

Actually DONE!, Madison, WI, USA

2000 to present

Entrepreneurial Venture: Provide short-term professional services including marketing consulting, association management, event planning, recruitment, communications and process efficiency.

Owner

- Relevant clients and project details provided upon request.

EDUCATION

UNIVERSITY OF WISCONSIN, Madison, WI, BBA, Marketing, International Business Specialization
30+ Executive Education courses in business, leadership, management and communications. (List available.)

References available upon request.