

KEVIN D. McCRANEY

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High-energy and resourceful professional with extensive success in strategic planning, liaising between executive teams, and delivering positive outcomes. Experience include, but not limited to: operations; strategy; and administrative management.

EXPERIENCE

Director of Operations | Koppel Building & Construction Co. **2019 - 2020**

- Coordinated with leadership to establish strategic goals and KPIs.
- Planned and monitored day-to-day running of business to ensure smooth progress.
- Supervised staff from different departments and provided constructive feedback.
- Evaluated regularly the efficiency of business procedures according to organizational objectives and implement improvements.
- Managed procurement processes and coordinate material and resources allocation.
- Oversaw and improved customer support processes to optimize customer experience.
- Revised and/or formulated new policies for company-wide adoption.
- Managed relationships/agreements with external partners/vendors.

Project Manager | Tucker Healthcare **2014 - 2017**

- Managed \$200k portfolio.
- Monitored and ensured timely and efficient implementation of all assigned project activities, including renovating and construction of office space, facility buildings.
- Coordinated and consulted with healthcare partners, subcontractors and vendors to maintain operational effectiveness.
- Communicated with partners to solve any obstacles that may arise.
- Developed and maintained all required project documentation including schedule, risk issues, dependency logs and project schedule.

Business Administrator | Ebenezer Baptist Church **2009 - 2012**

- Managed \$1 million budget with a membership of 5,000.
- Provided leadership and supervision for all paid staff and volunteers.
- Disbursed funds, records business transactions, administer payroll, banking, and financial reporting.
- Ensured the technical support needed to keep systems operational.
- Coordinated building and property use and worked closely with facilities manager.
- Provided financial reports requested by the Pastor, Treasurer or other Board members and committees.
- Assisted in the development of current and future budgets.
- Handled banking as needed and administered petty cash fund.
- Responsible for all facility activities by both member and non-member groups.
- Ensured that vendor relationships, invoices, purchases, contracts and services were processed & performed in a timely manner to the benefit and satisfaction of the church.

EDUCATION

University of Akron

Akron, OH
Bachelors of Art, Education

SKILLS

- Executive Training + Management
- Strategic Planning
- Operational Analysis
- Financial Reports + Budgeting
- Public Speaking
- Project Management
- Customer Service
- Process Improvement + Development
- Contract Negotiation + Auditing
- Grant Writing