

BONNIE BERGEY

EXPERIENCE SUMMARY

A professional offering specialized expertise in program leadership, office management, business development, project management, and assistance to executives. Trained in relationship management, qualitative research methods, facilitation, conflict management, and collaborating with staff in diverse contexts. Detailed with capabilities in multi-tasking and best practices.

DETAILED EXPERIENCE

Facilitator, Lead Editor for Peer Review Consensus Meetings – Editech Staffing/Lockheed Martin/Dept. of Justice
Reston, VA

2010-Present

- Support the U.S. Department of Justice Peer Review Process for review of applications seeking funding from the U.S. Department of Justice
- Assigned to programs for Office on Violence Against Women, National Institute of Justice, and the Office of Justice Programs
- Final editor for documents after first editor – includes advanced formatting, advanced editing of content, and final quality control of documents for clients, applicants, and agencies

Program Director, Financial Education – Microfinance Opportunities
Washington, D.C.

2008-2009

- Directed a nonprofit global financial education program for low-income entrepreneurs associated with microfinance institutions or resources
- Team coordination, management, and budget development for \$25,000-\$2.5 million projects funded by MasterCard Foundation, Citi Foundation, and Nike Foundation’s “Girl Effect”
 - Active member of senior management team giving special assistance to founder/CEO
 - Coached and supervised project management staff and external consultants in five locations and gave leadership to curriculum development, website messaging, and marketing plans
 - HR evaluations, set growth goals with staff, and managed conflicting project schedules
 - Gave leadership to writing narrative and financial reports for multi-year grants and contracts
 - Liaison for international and national funders, potential funders, and external project partners

Associate Director of Discovery & Innovation – Innovation Focus
Lancaster, PA

2006-2008

- Primary facilitator for over 50 ideation and group facilitation sessions and focus groups
- Leader of qualitative research (ethnographic interviews & focus groups) for new products
 - Project design, proposals, screeners, discussion guides, and reports for presentations
 - Clients included McNeil, ASHES (American Society for Healthcare Environmental Services), Wyeth, Amgen, Respiroics, AARP, Liberty Mutual, SC Johnson

- Member of strategic Operations Management Team and mentor for junior staff

**New Store Development Manager, Store Start-up Specialist, Store Manager – Ten Thousand Villages
Lancaster, PA; Philadelphia, PA**

1997-2005

- Directed opening of new nonprofit specialty retail stores per year
- Recruited, trained, supervised, and led New Store Development Team
- Directed growth of nonprofit boards across the U.S.
- Planned and prioritized future growth and business development for Ten Thousand Villages
- Managed lease negotiations, site development, and associated legal matters for locations
- Facilitated New Store Development Advisory Team and included Executive Team members
 - Increased new sales growth of \$1 million annually by opening 3-10 new retail stores per year
 - Store manager hiring, board development, fundraising, site selection, and manger training
- In-store sales, inventory control, supervision, visual merchandising
- Team development of specialized POS (point-of-sale) software
- Developed and executed public relations and marketing strategies

**Program Director for Somalia – Mennonite Central Committee (relief, development, & peace organization)
Somalia/Kenya**

1990-1995

- Managed emergency funds during war, draught, and severe hunger in Somalia/Somaliland
- Peace conciliation and negotiation support at village, city & United Nations level
 - Attended daily UN security briefings in Mogadishu when present in Mogadishu
 - Directed conversations leading to peace meetings that lasted several months and resulted in beginning establishment of the Somaliland government
 - Presentations to tribal leaders, elders, and traditional Somali clansmen and women
- Distributed grant awards for Somali NGO projects in Somaliland/Somalia
- Developed strong observation skills by often being in situations where spoken language was not understood, but where danger had to be constantly assessed through listening & intuition
- Directed medical and education volunteer placements in Somaliland, Somalia, and Kenya
- Refugee assistance, food aid planning and distribution
 - Negotiated with the country of Djibouti for trade of food commodities for repatriation
- Directed used textbook donation distribution program throughout Somaliland
- Program planning, budgeting, crisis management, advocacy
- Contributed to public relations and writing for publications which increased donor funding

EDUCATION

Certificate of Proficiency in Qualitative Research, Burke Institute

MBA – Masters in Business Administration (2005)

M.A. in Peace Studies (1997)