

# Susanne M. Capozzi

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## PROFILE

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Determined and motivated professional with over 10 years of corporate experience is seeking a new opportunity. Possess sophisticated administrative and problem solving capabilities. Past responsibilities have included working directly with senior management, coordinating business activities over a worldwide network of offices and supervision of administrative office personnel.

## PROFESSIONAL EXPERIENCE

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**Transamerica Leasing - Purchase, NY** Major international leasing company of intermodal transportation equipment with 560 offices worldwide and depots in 40 countries.

### *Supervisor, Tank Containers*

*December 1993-September 1999*

- Actively participated in the acquisition of two companies increasing company's market position to leader in the industry.
- Responded to inquiries from regional offices and customer base regarding decisions about company policies and procedures.
- Monitored company container activity to insure that all repairs, modifications and repositioning moves were within regional budgets and authorization levels.
- Reviewed container fleet to determine status of sales equipment and provided pricing to agents worldwide.
- Supervised test coordinator who ensured fleet of 14,000 containers complied with worldwide testing regulations.
- Reviewed production with worldwide manufacturers to ensure that production met delivery schedules and that equipment was in line with company standards and customer requirements.
- Worked with Information Technology Department to set up regions with systems that accessed electronic images thus allowing for 24 hour customer service.

### *Administrator, Special Products*

*March 1992-December 1993*

- Reported directly to Vice President of Special Products focusing on tank container and refrigerated container products.
- Assisted regional offices regarding marketing and operational issues relating to tank container product.
- Maintained and updated product statistics for executive summaries.

### *Marketing Coordinator*

*June 1990-March 1992*

- Team player in market planning department that supported product managers of various intermodal product lines.
- Provided marketing personnel with marketing studies and analysis including industry trends, utilization and forecasting demands.
- Responsible for monitoring and approving domestic rail incentive program averaging over 1 million dollars annually.

### *Marketing Assistant*

*July 1989-June 1990*

- Assistant to market planning team of domestic rail business.
- Responsible for preparation of customer contracts and proposals.
- Developed department library in order to facilitate market research.
- Managed complete mass mailings targeting customer prospects.

## **St. Gregory the Great School – Danbury, CT**

*PTA President 2006-2007, Vice President 2005-2006, Auction Committee Member 2005-2008*

- Organized monthly meetings to set and review fundraising goals averaging over \$85,000 per year.
- Participated in monthly financial board meetings to review budget and determine tuition.
- Chairperson of annual dinner dance and silent auction.
- Coordinated volunteers to organize and successfully meet fundraiser goals.

## **EDUCATION**

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**Bryant University, Smithfield, Rhode Island**

Bachelor of Science in Business Administration, May 1989

## **STRENGTHS**

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Strong desire and need to re-enter workforce

Fast learner

Willing to do any task big or small

Excellent computer skills including Microsoft Office Excel, Word & PowerPoint

Reliable and trustworthy

Hardworking and efficient

Willing to work my way up and prove my value.

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