

MARIETTE VAN ENGELEN

13561 Jackson Street
Thornton, Colorado 80241

720-255-1209
mlavanengelen@yahoo.com

EXECUTIVE SUMMARY

Highly motivated professional offering multiple years of experience in the design, purchase, implementation, operation, maintenance and management of voice and data communications, networks, network security, videoconferencing and office security, while also skilled in facilities operations and office construction, space planning and relocation. As a high-energy person, effective in problem solving and for whom no challenge is too large, I offer the following skills:

- Corporate Voice, Data and Video Network Design, Purchase and Implementation
- Data Room Design, Construction and Maintenance
- Voice Communications Systems
- Mobile Communication Services
- Contract Negotiations and Writing
- Asset Management, Expense Management and Auditing
- Vendor Management
- Business Planning and Execution
- Team Building and Leadership

ACHIEVEMENTS

- Evaluated, designed, purchased, implemented and maintained multiple integrated voice/data communications systems.
- Designed, built and managed corporate IT/Computer room facilities.
- Planned and implemented corporate national and international data networks.
- Evaluated, designed and built corporate international video conferencing system.
- Designed, purchased and completed installation of corporate video security systems.
- Successfully completed construction of many corporate offices throughout the United States, within budget and on time.
- Performed numerous domestic office relocations.
- Extensive experience in all aspects of facilities and office operations and management.

PROFESSIONAL EXPERIENCE

Consulate of the Kingdom of the Netherlands, Denver, Colorado

2009-current

Assistant Consul

Responsibilities include routine consular duties and attendance at official functions as well as assisting Dutch expatriates and tourists who encounter difficulties.

Elementary School for Children of Dutch Expatriates "De Petteflet", Broomfield, Colorado

Teacher

2009-current

- Elementary School teacher in the Dutch language and Culture to students ages 7 - 14.
- Responsible for development of lesson plans which meet the curriculum goals of the Ministry of Education in The Netherlands.

The Anschutz Corporation, Denver, Colorado

1985-2009

Manager of Communications/Facilities Manager

- Held sole responsibility for all corporate wire line and wireless communications including budget preparation, network design, contract negotiations, purchase, hardware, programming, technical and operations management and network assurance.
- Managed and maintained all corporate voice, data and video communications networks.
- Designed and built IT/Computer Room facilities for Corporate, subsidiary and sister company business operations.
- Evaluated, purchased and successfully implemented an international corporate video conferencing system.
- Responsible for corporate security and implemented and managed corporate video security systems throughout offices and executive residential areas.
- Responsible for contract negotiations and contract accuracy of all communications, lease, office management and other contractual requirements.
- Knowledgeable about communications and security fraud control issues and proficient in providing solutions.
- Skilled in Wire line and Mobile Telecommunications Expense Management and auditing.
- Established and built offices for both corporate headquarters and many related entities as communications, pipeline, oil and gas, sports, entertainment and other subsidiaries. Conducted construction meetings with architects, engineering, and construction company and trade representatives to ensure correct and timely results.
- Extensive experience in all aspects of facilities and office management including operations, space allocation, office equipment, purchasing, personnel, records management, invoice accuracy assurance and safety and security.
- Managed relationships with construction, facilities and communications vendors.

EDUCATION

Sax Institute, 's-Hertogenbosch, The Netherlands

Business Administration with emphasis on languages (French, German, English, Dutch)

Institute for Business Studies, Utrecht, The Netherlands

Marketing

Fluent in writing, reading and speaking the Dutch language

PROFESSIONAL AFFILIATIONS AND ACHIEVEMENTS

- President of the Supervisory Committee of White Crown Federal Credit Union. Served as member of the Board of Directors.
- Member of the Board of Directors of the Netherlands American Society of the Rockies.
- Assisted in lecturing the Principles of Telecommunications course of the Telecommunications Masters Program at the University of Denver. Gave numerous lectures on Communications Fraud Prevention.
- Served as member of the Board of Directors on the Colorado Chapter and National Board of the Tele-Communications Association.
- Member of the International Facility Management Association.
- Member of the Telecommunications Fraud Control Association.