

Leslie Vaillancourt

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Profile

Administrative professional with strong organizational, leadership and interpersonal skills. Adept at conceptualizing and organizing business processes and completing projects with a high degree of efficiency. Analytical and focused on details, able to learn new processes and systems independently.

Proficient in: MS Word, Excel, PowerPoint, Publisher, Outlook, QuickBooks, Constant Contact
Programming / Web Design Experience: WordPress, HTML, CSS, JavaScript, Bootstrap, Node.js, Express.js and SQL.

Professional Experience

Founder and CEO, CheqrPay, Minneapolis, MN (2019-Present)

- Developed concept, recruited team, designed and led development of CheqrPay Application
- Currently serving as CEO as we endeavor to grow the company

Vice President of Operations, S3 Inc., Minneapolis, MN (2013-2014)

- Responsible for daily operations of a small independent financial advisor firm
- Managed budgeting, accounts payable, accounts receivable, payroll and financial reporting
- Coordinated client communication and account maintenance in partnership with Schwab Alliance Team
- Developed, implemented, and maintained the company compliance program and annual calendar, responsible for annual compliance filings and annual compliance meeting

Consultant, Gartner Measurement, Gartner Inc., Stamford, CT (1997-1999)

- Conceptualized, developed, launched, and supported a successful new line of research reporting products based on data center cost, price and process benchmark studies
- Managed database of results from all client data center benchmarking studies
- Coordinated data center benchmarking studies for clients including the collection of data, data analysis, presentation of results and efficiency recommendations.

Business Analyst, Costing, Pricing and Billing Division, Electronic Data Systems, Plano, TX (1995-1997)

- Implemented and managed CPB wide balanced scorecard process for goal-oriented performance appraisals
- Coordinated global data center benchmarking studies in cooperation with Gartner Group Consulting, responsible for presenting results to management
- Conducted annual cost vs. price studies for all data processing services; presented price change recommendations to management

- Responsible for projecting cost for all new products, researching benefits of repackaging existing products and recommending resulting pricing structures to management

Education

Current Student - University of Minnesota Full Stack Coding Bootcamp (Graduation Dec 2021)
M.A. International Relations, Boston University, Brussels, BELGIUM (1994) Graduated with honors
B.A. International Relations, University of Minnesota, Minneapolis, MN (1991)

Project Links

Developer Portfolio – <https://lvaillancourt8.github.io/Updated-Portfolio/>
Current portfolio of individual and group web development projects

Social Media Links

LinkedIn - <https://www.linkedin.com/in/leslie-vaillancourt/>
GitHub - <https://github.com/lvaillancourt8>

Professional References

Available upon request