

**LISA MURPHY**  
(561) 901-1156  
lisa@lisa-a-murphy.com

**SKILLS AND ACCOMPLISHMENTS:**

- Board Member of Three Rivers Art Festival, Chair of the Children's Area, for 5 non-consecutive years.
- Board Member of Safe Harbor, assisting victims of domestic violence, for 2 years. My nominee who was named Superhero of Safe Harbor raised more money than any other previous candidates.
- Consultant for three winning local political campaigns with a wide variety of responsibilities.
- Winner - Soroptimist International Women of Distinction Volunteer Award, 2010.
- Performance rewarded by rapid promotions at several organizations.
- Builds and maintains strong relationships.
- One of four members of inaugural class of Chevron Fellows representing at-risk youth.

**EXPERIENCE:**

**LA Murphy Business Solutions LLC, Mandeville, LA: February, 2022 – Present**

***President***

- Performing strategic planning, fundraising, grant writing, event planning, relationship building, administrative duties and marketing for several nonprofit organizations.
- Acting as the Content Coordinator for Our Beautiful Oak magazine, the publication exclusive to Beau Chene Country Club.

**James Samaritan, Covington, LA: February, 2021 – January, 2022**

***Executive Director***

- Determine the overall direction and oversee all aspects of the organization, ensure that the proper people are in place to execute the mission.
- Accomplishments include increasing revenue by nearly 675%; overseeing the implementation of the most "Open Table Models" in the nation and 4 times as many as the previous year; establishing long-term relationships with a local dealership and an oil change company for Gift-A-Lift Program; expanding organization from one visitation center to 15 with partners throughout 3 Parishes; launching the Belonging Campaign to build awareness of at-risk youth; managing the fulfillment of basic needs for at-risk youth and families throughout the State after Hurricane Ida; and planning the sold out first State of Our Children Breakfast including government, the private sector, nonprofits and the faith community.
- Build and maintain relationships with staff, board members, donors, volunteers and community partners.
- Fundraising and development of programs that support the overall mission of James Samaritan.

**22nd JDC District Attorney's Office, Covington, LA: March, 2015 – February, 2021**

***Diversion Supervisor and Supervisor for Felony Support***

- Reported to the Chief of the Criminal Division and responsible for all operations of Adult Diversion, 17 year-old Juvenile Diversion, and District Attorney's Driving Improvement Program.
- Rapidly grew from part-time Case Manager to managing departments of up to seven employees with over half a million dollars in revenue.
- Screen all criminal cases being referred to Diversion and assign conditions.
- Wrote department guidelines.
- Special projects for Chief that involve analyzing numbers and suggestions for office-wide improvements.
- Building and maintaining relationships with other departments, defense attorneys, vendors, law enforcement, defendants, and the community.
- Running dockets and reports, processing NCIC verifications and Destroy Orders, filing motions, processing and tracking recusals, and amending tickets.

**Hosanna Lutheran Church, Mandeville, LA: November, 2012 – May, 2014**

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***Part-Time Assistant***

- Developed and maintained relationships with members and guests.
- Coordinated all classes and completed all follow up procedures.
- Developed communication and acted as liaison with the media.
- Initiated and implemented outreach efforts including seminars and new ministries.

**Murphy Furniture Consultants, Mandeville, LA: January, 2010 – March, 2015**

***Consultant***

- **Kinex Medical** – Supported sales efforts by interacting with patients and doctors' offices and following up on documentation.
- **QuamTaylor, LLC** – Advised and supported Chicago-based consulting firm. Responsibilities included assisting with fundraising, marketing materials, competitive analysis, website design, pricing, product design, and communications for not-for-profit and for-profit organizations.
- **Rhythm Clocks** – Sales Representative for Florida and Louisiana Territories
  - First sales representative to gain placement within El Dorado Furniture, a major dealer with 13 locations, increasing territory sales volume by nearly 20%.
  - Developed and maintained relationships with key buyers at jewelry stores, furniture dealers, gift shops, art galleries, framing shops, bookstores, and clock dealers to achieve sales goals. Developed and placed floor displays to increase consumer interest and sales. Identified and opened new accounts. Provided customer service and sales training to accounts.
- **John Courtney, DDS** - Part-time relationship manager who maintained and developed relationships with new and existing patients. Scheduled and confirmed appointments ensuring a full schedule. Performed multifunctional tasks daily while providing quality patient care. Processed payments and tracked patients' treatments, payments, and communications.
- **CRA Solutions / Medical Research Management** - Clinical Trial Services Manager and Clinical Trial Training Coordinator for a full-service Contract Research Organization with 13 home based regional Clinical Research Associates. Provided education, training and competency testing for Clinical Research Associates in pharmaceutical, biologic, and medical device companies worldwide. Facilitated monthly conference calls with our CRAs and developed a quarterly newsletter for our training company alumni. Responsibilities included business development, marketing, advertising, communications, billing, surveys, contracts, coordinating seminars, proofreading and editing documents, and ensuring accreditation requirements are met.

**Stratis Business Systems, Boca Raton, FL: 2008 – 2010**

***Office Manager***

- Quickly promoted from Billing Coordinator to Office Manager for company specializing in developing software for home health care.
- Coordinated human resources activities such as screening candidates and executing paperwork for new hires.
- Customized and managed client contracts for Soneto and Visitrax.
- Managed accounts receivable, collections, client relations, and correspondence.
- Planned and organized annual company conference by coordinating hotel arrangements, food and beverage, entertainment, and transportation for our guests within the planned budget.

**Volunteer, Boca Raton, FL: 1998 – 2008**

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- Held various leadership roles with nonprofit organizations such as Family Promise to assist the homeless and others.
- Developed and facilitated numerous educational and outreach programs along with providing transportation and employment assistance for those in need. Activities included advertising, recruiting volunteers, fundraising, organizing activities, and public speaking.
- Awarded Woman of Distinction Award from Soroptimist International for these efforts.

**Heidrick & Struggles, Jacksonville, FL: 1996 – 1998**

***Associate***

- Targeted candidates for high level management positions by researching organizations and identifying managers, as well as their direct reports.
- Screened and interviewed candidates for partners.
- Recruited CIOs, Vice Presidents, and Directors of Information Technology for large corporations.

**Simmons Company, Atlanta, GA: 1994 – 1996**

***Retail Environment Coordinator***

- Promoted three times in two years at the company's corporate headquarters.
- Worked closely with sales, marketing, and outside vendors to develop point-of-sale items for mattress products.
- Attended trade shows to demonstrate the sales tools to our sales force.
- Assisted in the development and editing of commemorative book celebrating 125 years of company innovation.

**United Parcel Service, Atlanta, GA: 1992 – 1994**

***Pricing Coordinator – International Marketing***

**TRAINING:**

**Florida Atlantic University Human Resources Management Program: 2009**

Overview of all aspects of human resources including legal, interviewing, performance management, appraisals, strategic planning, Equal Opportunity Employment, safety and security, OSHA, FMLA, Workers Compensation, training and development, and conflict resolution.

**“Fundamentals of Clinical Research” by Medical Research Management: 2010**

140 Hour Clinical Research Associate Education and Training Program accredited through ACPE.

**EDUCATION:**

University of Georgia, Athens, GA 1992

BA, Advertising

**REFERENCES AVAILABLE UPON REQUEST**