

David T. Iams

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Profile

Self-motivated, energetic professional with extensive operational and administrative management experience in for-profit and non-profit sectors. Particularly skilled in all aspects of scientific conference management. Excellent verbal and written communication skills. Extensive experience working with government agencies, executive level industry, and academia. Strengths and areas of expertise include:

- Strategic and tactical planning
 - Secured multiple government funding awards
 - Team building and creating a results-oriented work culture
 - Operations management
 - Partnerships and alliances
 - Corporate communications
 - Conference development and management
 - Public speaking in both national and international arenas
 - Ability to bridge excellent relationships with high profile individuals
 - High degree of loyalty to employer - honest, professional, and confidential
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Professional Experience

Optoelectronics Industry Development Association

1997 – Present

Washington, DC

Director of Communications and Business Development

- Produce 4-5 technology forums per year (all logistics including speaker recruitment, team building and supervision, volunteer relations, sponsorship, facilities, hosting, and marketing).
- Create event literature, from marketing material to program books and conference proceedings.
- Manage multiple administrative functions: employee supervision, benefits, contract negotiations, budgeting, and membership services.
- Coordinate office and facility needs - reduced office/rental expenses by 66% (\$180K per year).
- Serve as primary interface with President, Board of Directors, and association membership.
- Liaise between program coordinators and technology experts from industry, academia, and government.
- Establish partnerships with industry (including non-profits), government, and academia through sponsorships and grants.
- Representation of organization at national and international speaking engagements, conferences, and trade shows.
- Design, launch, and maintain multiple corporate websites.
- Manage all corporate communications (branding, press releases, E-mail marketing campaigns, blogs, social networking, newsletters, and trademark acquisition).
- Responsible for project management with the following initiatives:
 - PTAP (Photonics Technology Access Program) – a collaboration with academia, industry, and government agencies designed to promote optoelectronics and improve the U.S. workforce.
 - JOP (Joint Optoelectronics Project) – an exchange program which provided pre-commercial prototype devices to U.S. based academics from Japanese manufacturers.
 - IOA (International Optoelectronics Association) – a coalition of international optoelectronics associations.

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Cigna Special Marketing Division

1993 – 1996

Pittsburgh, PA

Disability Claims Analyst

- Analyzed and investigated data to ensure accurate interpretation and administration of long term disability claims.
- Researched and adhered to numerous state and federal regulations, legalities, and timing standards in order to avoid potential fines, penalties, and lawsuits.
- Reduced reserves through fraud detection/resolution and aggressive follow-up of health/income.
- Conducted medical training seminars.
- Assisted in the establishment of procedural guidelines.
- Implemented an electronic funds transfer system.

Mellon Bank

Pittsburgh, PA

1991 – 1993

Consumer Loan Adjustor

- Serviced and collected payments for delinquent installment loans and personal credit lines.
- Researched and analyzed delinquent accounts, resolved discrepancies.
- Followed status and applicability of bankruptcies and insurance claims.
- Ensured compliance with Fair Debt practices.

Education

University of Pittsburgh, Pittsburgh, PA

- Bachelor of Arts – Communications

Proficiencies

- Microsoft Office 2003-2007 (MS Word, MS Excel, MS PowerPoint, MS Outlook, MS Publisher)
- HTML, CSS, Adobe PhotoShop, ImageReady, Various WYSIWYG Editors and Content Management Solutions. Blogging and social networking technologies

Additional Experience and Volunteer Activities

- Assisted in the start-up and growth of a thriving pet services business, including branding and marketing. Created and maintain corporate website.
- Board of Directors member and volunteer for a large for a large community park. Responsibilities include event and volunteer coordination as well as assistance with fundraising efforts.
- Serve in various roles on the Board of Directors for a 388-unit condominium development. Responsible for enforcement of covenants, compliance to applicable guidelines and laws, and annual budgeting.
- Volunteer and mentor. Provide assistance with various recreational activities for mentally and physically challenged individuals.
- Multiple volunteer awards received.