

## MARY ANNE MERUCCI

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### CAREER SUMMARY

Results oriented Program Administrator with successful experience in a Top Ten Fortune 500 Company. Proven leadership, problem solving, innovation and administrative strengths, along with a track record of contributions completed on time and within budget. Experience in supplier management and safeguarding confidential and sensitive material. Reputation for being a high performer that communicates effectively at all levels. Key strengths include:

- Adaptive Leadership
- Results Oriented / Adaptable Self Starter
- Detail Oriented
- Purchasing Support
- Communication Skills
- Effective Team Player

### PROFESSIONAL EXPERIENCE

FORD MOTOR COMPANY, Dearborn, MI

1978-2007

**Program Management Analyst, Product Development, Focus Program** 2005-2007

Responsible for program administration including organizing the development of a Future Focus Vehicle Program.

- Facilitated management business decision by coordinating the development of a non-functional vehicle, highlighting the featured content.
- Led the resolution of trim and chassis launch issues for the 2008 Focus at the Ford Wayne Assembly Plant.
- Relocated a 130-member cross-functional team for the Vehicle Line Director, to a new co-located campus.
- Directed resolution of interior trim feasibility matters for consoles, instrument panels, headliners, hard and soft trim.

**Crown Victoria Police Interceptor ( CVPI ) Task Force** 2002-2005

Special assignment to provide Program Management leadership and team communications.

- Interfaced with 10-15 suppliers purchasing, tracking and paying for parts.
- Worked with cross-functional team identifying and implementing design actions.
- Implemented and maintained budgetary controls for all program costs.
- Met with Finance weekly, tracked and reviewed all program costs forecasts, assuring budgetary compliance.

**Program Management Analyst** 2002

**Crown Victoria / Grand Marquis Program**

Directed Crown Victoria / Grand Marquis Initiatives.

- Planned and facilitated Crown Victoria / Grand Marquis Change Control meetings with Ford St. Thomas Assembly Plant ( STAP ).
- Expedited resolution of concerns by working with Vehicle Engineering, Finance, STAP, Marketing, Vehicle Operations ( VO ) and suppliers.

**Program Management Analyst** 2000-2001

**Lincoln LS Program**

Developed and implemented a \$12M Lincoln LS Funding budget for Quality and Customer Satisfaction vehicle improvements.

## FORD MOTOR COMPANY ( continued )

- Worked with LS cross-functional team organizing and prioritizing funding requirements, maximizing final results, which yielded significant Customer Satisfaction improvements. Status and accomplishments reviewed bi-weekly with Finance and Vehicle Line Director.

**Quality Analyst, Mustang Program**

1998-1999

Developed the Mustang Five-Year Quality and Customer Satisfaction Plan.

- Prepared and prioritized issues from multiple quality indicators and sources for the development of a Mustang Five-Year Quality and Customer Satisfaction Plan.

**Quality Analyst, Taurus / Sable Program**

1992-1997

Directed Ford of Australia ( FOA ) Taurus / Sable Upgrade Program and organized the Launch Team Housing Efforts.

- Administered Ford of Australia ( FOA ) Taurus / Sable Upgrade Program by directing core efforts for parts and materials procurement between US / Europe / Australia.
- Procured parts, for Dealer Upgrade Phase, from US / Europe / Australia.
- Arranged housing for 150+ employees, contributing to a savings of \$1M.
- Initiated movement of temporarily relocated employees between hotels and apartments, resulting in savings of \$90,000.
- Co-wrote Taurus / Sable Launch Team Housing Lessons Learned for future launch teams.

**Secretary / Administrative Assistant / Coordinator**

1978-1992

- Exercised excellent secretarial skills ( Typing-60 wpm, Shorthand-80 wpm ).
- Department Test Car Fleet Coordinator.
- Organized weekly High-Cost Change Request ( CR ) Meetings.

**EDUCATION**

**MBA**, Operations Management, Lawrence Technological University, Southfield, MI 1998  
**BS**, Business Administration, Lawrence Technological University, Southfield, MI 1992  
**Associates**, in Commerce, Henry Ford Community College, Dearborn, MI 1978

Successfully completed over 100 Company-Sponsored Effectiveness and Skill-Enhancing Training Classes

**COMPUTER SKILLS**

Microsoft Windows, Word, Excel, PowerPoint, Access, E-Mail, Outlook, Internet

**MEMBERSHIPS / AFFILIATIONS**

Ford Motor Co., Women's Consumer Insight Group 1992-2007  
 Lawrence Technological University, Graduate Management Advisory Board Member 1998-2005