

## ANNA B. MARTIN

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### PROFESSIONAL EXPERIENCE

#### Administrative Management

Extensive experience in executive level oversight of major administrative functions including facilities and security, human resources, contracting and property management, information technology, business activities, and special events. Oversee the planning, development, organization and management of these operations, ensuring the proper allocation and management of financial and human resources.

Most recent experience serving as Vice President for Administration at the College of William and Mary, a small, publicly assisted liberal arts university, with responsibility for human resources, procurement, facilities, campus police, and auxiliary services.

#### Policy, Planning & Organizational Management:

Significant experience in strategic and long-range planning and the formulation of policies, procedures, goals and objectives. Extensive experience in all aspects of budget formulation, presentation and execution.

Have conducted a wide variety of management and operational reviews, providing practical and implementable recommendations. Chaired numerous task forces to develop policies and programs, effect reorganizations, streamline procedures and rationalize budgets.

#### Communications & Public Relations:

Considerable and substantive interaction with boards, councils and commissions, officials of Federal, state and local agencies, educational institutions, and private industry on high level and complex matters.

Excellent oral and written communication skills

### EMPLOYMENT HISTORY

The College of William & Mary, Williamsburg, Virginia  
Vice President for Administration - January, 2001 - present

The Smithsonian Institution, Washington, D.C.

Director of Operations for the Under Secretary of American Museums & National Programs - July 2000 to December 2000

Executive Director of the Office of the Under Secretary - April 1996 to July 2000

Executive Assistant to the Under Secretary - December 1990 to March 1996

Washington Metropolitan Area Transit Authority, Washington, D.C.

Special Assistant to the General Manager - March, 1989 to December, 1990

Budget and Management Analyst, Office of Budget and Management Analysis -1984 to 1989

Management Assistant, Office of Administrative Services - 1983-1984

American Society for Training and Development, Washington, D.C. - Public Relations Manager and Writer - 1981-1983

Institute of Electrical and Electronic Engineers, Washington, D.C. - Public Relations Manager of the Washington office - 1980-1981

United States Railway Association, Washington, D.C. - Served in various capacities including: Manager of Rail Property Administration, Public Relations Technical Coordinator, and Public Relations Specialist - 1974-1979

U.S. Department of Transportation, Washington, D.C. - Public Information Specialist - 1971- 1973

#### EDUCATION & TRAINING

Lake Forest College, Lake Forest, Illinois: B.A., Political Science

Virginia Polytechnic Institute: M.S., Adult and Continuing Education

Human Resources Executive Program, University of Michigan Business School

Center for Creative Leadership: "Leadership Development Institute"

Harvard University: Conflict Management and Negotiation

Indiana University: "Financial Management for Transit"