



Gi Ran C. Heim
Business Manager
GoVentures, Inc.
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Gi Ran (Gi) Heim manages GoVentures' business operations and provides expert project management support for the company and its clients.

Examples of Gi Heim 's consulting capabilities:

- Customer Service - with the “WOW” factor
- Writing, editing, layout, production of written material - MS Office
- Project Management - MS Project
- Bookkeeping, bank reconciliation, financial reporting - QuickBooks Pro
- Credit Card Merchant Services - Authorize.net
- Membership database management and dues billings - ACT, Access
- Conference and Meetings Support

Gi Heim has more than 15 years of experience:

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| 2003- | GoVentures, Inc. - Business and Project Manager |
| 2001-2003 | Travelers Property & Casualty Insurance - Property Representative |
| 2000-2001 | Qwest Communications Corp. - Senior Program Manager, Program Manager |
| 1999-2000 | Time Life, Inc. - Marketing Manager |
| 1999 | The Laser Eye Centers - Patient Consultant, Financial Administrator |
| 1995-1998 | Phillips Business Information, Inc. - Assistant Marketing Manager, Client Services Representative |
| 1995 | Cystic Fibrosis Foundation - Account Representative |
| 1990-1994 | Earned 100% of tuition and expenses by working full-time while maintaining 3.31 GPA (Dean’s List) |

Gi Heim is an honors graduate of the University of Maryland School of Business. She earned her BA in 1994 and was designated a Lifetime Member of the Golden Key Honor Society.