

Lita Epstein, MBA

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Professional Summary

Throughout my career, I have sought opportunities to learn and grow. I started working at the age of 19 as a newspaper reporter. Since then highlights of my career include writing over 45 books, managing the press operations of a California Congressman, raising millions of dollars for former President Carter's international work, and managing the finances of five departments for the facilities management section of The Emory Clinic.

Currently I run my own business as a independent contractor. I have over 50 books on the market.

Professional Experience

2001 to Present

Independent Contractor

Design, research and write books. My published works include: *Reading Financial Reports for Dummies*, *Trading for Dummies*, *Stock Charts for Dummies*, *Bookkeeping for Dummies*, *Surviving a Layoff*, and *Complete Idiot's Guide to Social Security and Medicare*. For Zovio, I wrote *Financial Decision Making* and adapted an accounting book for healthcare courses entitled, *Accounting for Healthcare Professionals*. In addition I develop and write online financial courses for *Excel with Business*, a company based in the United Kingdom. Freelance writing for Investopedia.

2000 to 2001

Content Director

MostChoice.com, Atlanta, GA

Developed and ran the website for this company, which sells insurance and other financial services. Planned and implemented public relations strategies.

1995 to 2000

Assistant Manager for Facilities Management

The Emory Clinic, Atlanta, GA

Developed the budget and managed the finances for the Facilities Management division of The Emory Clinic, which included five departments – mailroom, guest services, maintenance, materials management and transportation. Designed and implemented a Lotus Notes system to manage maintenance, construction projects and material services. Managed a clinic-wide lease program for copiers and faxes.

1989 to 1994

Associate Director of Development/Programs, The Carter Center, Atlanta, GA.

Developed and implemented the marketing plan to raise over \$7 million dollars annually for The Carter Center of Emory University's international programs. Managed the solicitations of key prospects including foundations, corporations, and individuals.

1982 to 1989

Real Estate Sales, Town & Country Properties in Arlington, VA and Skyland Builders and Mayhew Bear Realty in Chapel Hill, NC.

Marketed new home projects for several small builders in Virginia and North Carolina. Assisted builders with their efforts to get approvals for new developments.

Additional work experience:

Publications Coordinator, University of North Carolina, Chapel Hill, NC.

Press Secretary, U.S. Congressman Jim Lloyd, Washington, D.C.

Grants Administrator, American Society for Microbiology, Washington, D.C.

Assistant Editor, Popular Photography Magazine, New York, NY.

Reporter, Jersey Journal, Jersey City, NJ.

Education

MBA, Emory Business School, GA - 1989

Merit Fellowship and Graduate Assistantship (Taught in Accounting Lab)

BA in Community Development, Rutgers University, NJ – 1974