

Marilyn Podracky
Director, Administrative Services



Education

- > Bachelor of Science in Business Administration (The Ohio State University)

Key Areas of Expertise

- > Administrative Operations
- > Contract Execution
- > Contract Compliance

Relevant Experience

- > Over 50 years of administrative, financial and vendor operational experience
- > 30 years of military, public administration and corporate security and business experience

Marilyn Podracky, with over 50 years of relevant experience in the administrative field is ARMADA's Director, Administrative Services. Ms. Podracky is responsible for all financial, accounting, vendor operations and administrative functions for ARMADA.

Prior to joining ARMADA, Ms. Podracky served for 32 years as Vice President of Administration and Business Operations at Point Business Systems which was the holding company for three different copier companies. In that capacity, she had responsibility for 50 employees over the 32 years to include: Order Processing, leasing, Data Entry, A/P, A/R, Warehouse, Inventory, Inside Sales, customer service, Purchasing. Ms. Podracky was part of the due diligence team during the acquisition of three office equipment companies, bringing most of the G&A functions under one area. She was responsible for analyzing all processes in order to save costs and streamlining procedures to become more cost effective; negotiating better deals with vendors and lease company factors. Ms. Podracky was a consummate problem solver during her tenure at Point Business Systems in helping to mitigate the effects of financial issues within the company, (4) floods in the headquarters building, as well as overseeing a myriad of human resources related issues of her 32-year tenure there.

As Director, Administrative Services for ARMADA for over 10 years, Ms. Podracky oversees customer and vendor contract negotiation, project cost, billing, collections, payroll, accounts payable, cash management, budgeting, forecasting, taxes, human resources, project profitability planning and reporting, licensing and compliance, financial reporting and banking relationships.

Ms. Podracky provides solid instructional leadership and guidance to Directors and support staff. She is adept at assessing business administration, maintaining budgets and identifying and resolving issues all while specializing in motivating staff through effective communications.