

JANE A. DOE

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Job City, USA 12345

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EXECUTIVE DIRECTOR

Multi-faceted business experience in the non-profit and for-profit sectors

Highly qualified, experienced, educated executive director with over 20 years of experience in the for-profit and non-profit business administration sectors. Proven ability to lead with integrity, dedication, and openness. Demonstrated successes applying initiative and creativity in solving complex problems. Recognized outstanding communication and interpersonal skills. Demonstrated strength and excellence in:

- Business Management
 - Taxation & Law
 - Strategic Planning
 - Community Relations
 - Team Leadership
 - Project Planning & Management
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PROFESSIONAL EXPERIENCE

ABC Foundation – Job City, USA

1994 to Present

EXECUTIVE DIRECTOR

Hired to develop operating systems and procedures as well as fundraising and grant-making programs for the start-up of the Foundation. Developed and implemented a strategic management plan in collaboration with the board of trustees. Presented seminar “Ethics in the Workplace”, to the Catholic Business Forum, December 14, 1999. Facilitated planning efforts with other non-profits, leading executives and board members in the formation of strategic management plans

Currently manages the operations of the Foundation in all functional areas, including finance and accounting, resource development, public relations, human resources, strategic planning and board development. Conducts board development workshops for other nonprofit organizations. Oversees grant-making, scholarship and award programs and activities. Designs and conducts an annual planned giving seminar program in parishes throughout the area.

Selected accomplishments:

- Managed an endowment campaign for the Foundation that raised \$5.4 million on a one-year \$3 million goal.
- Raised \$23 million in endowments from 1994 to 2003, and operating revenues from \$80,000 to \$260,000 annually.
- Distributed \$2.5 million in grants, scholarships, awards and other funding.
- Designed and directed an award-winning advertising campaign that increased awareness of the Foundation’s role in the community by an estimated 16,000 people.

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- Page 2 -

ABC Consulting Group – Job City, USA

1991 to 1993

ORGANIZATIONAL DEVELOPMENT CONSULTANT

Created and managed proprietary consulting group designed to analyze the organizational structure of clients' professional practices and develop guidelines for reorganizing job tasks and work flow to improve productivity in clients' organizations.

Advised managers on effective performance feedback methods. Evaluated organizational patterns of communication and developed techniques for improving communications. Performed decision tree analyses to determine optimum hiring decisions. Facilitated strategy formulation and implementation efforts in a professional practice, and advised managers on integrating total quality management into strategic planning.

Selected accomplishments:

- Presented seminar "Leading for Quality," to the Association of Legal Administrators, January 27, 1993.
- Published "Program Aims to Reunite Community," Albuquerque Tribune, June 2, 1993.
- Biographical record published in "Who's Who in the West," 24th, 25th and 26th Editions.
- Addressed public forums on ethics in the workplace and social responsibility.
- Initiated and led strategic planning activities on two major urban enhancement projects.
- Initiated community action programs to improve urban environment and strengthen citizen participation in civic affairs.

ASSOCIATIONS

American Society for Training and Development Conference Promotions Chair	1991 to 1993
Shared Vision Executive Committee Member	1992 to 1994
Shared Vision Community Planning Caucus Chair	1992 to 1994
Lomas del Cielo Advisory Committee on Affordable Housing	1992 to 1993
Association of Fundraising Professionals Member	1996 to Present
Planned Giving Council Member	1996 to Present
Council on Foundations Member	1999 to Present
Amy Biehl Youth Spirit Award Selection Committee Member	2004
San Miguel Academy Board Member	2005

EDUCATION

Master of Business Administration

Anderson School of Management, University of New Mexico, 1990

Strategic Perspectives in Nonprofit Management

Harvard Business School, 1999