

Name here

Address • Phone • Email

I bring +23 years' experience in administration, higher education, civic engagement and cultural change. My multifaceted knowledge of educational institutions, government, business, community organizations and non-profits in <XYZ> has helped me develop and launch efforts to promote self-determination for <XYZ> and expand access at the institutional and community level.

Authentic, adaptive & inclusive leader with +XYZ years experience in:

- Developing and implementing initiatives that empower <XYZ> through community engagement, asset-based planning, education, and leadership development
- Leading complex organizations in XYZ through substantial transition
- Creating advocacy support systems for <XYZ>
- Building and retaining exceptional and diverse staffs, and innovative people-centered teams
- Developing budgets using performance-based prioritization

<Tailored> Experience

<XYZ> DIRECTOR: 2013-present

Office, Organization

- Manage a XYZ million budget and work directly with <XYZ> organizations and committees to ensure politically effective local relationships
- Provide leadership for the human and financial resources, and external relationships with XYZ, XYZ, and XYZ
- Lead recruitment, selection, placement, onboarding, coaching and evaluation for +XX employees
- Implement people-centered human resource practices including XYZ, XYZ
- Serve as the XYZ representative in personnel actions
- Act on behalf of XYZ on programming matters, including offices at the XYZ, and the XYZ

Key Achievements:

- Led regional civil rights outreach programming with the XYZ community to reach and engage with hundreds of families in the region
- Expanded XYZ access to education and resources, and helped build stronger intercultural community networks
- Built relationships and enhanced outreach to <number> of <organizations>
- Developed and directed professional development programming to promote understanding between <XYZ> and <XYZ> societies including the upcoming <name>

TITLE HERE: 2008-2013

Office, Organization

- Developed and managed educational programming including training and grants
- Spearheaded a performance-based budget process for a <number> biennial budget
- Turned the net-loss <name> into a profitable enterprise by developing, implementing and evaluating a quality improvement plan that expanded rental contracts
- Managed the human resource administration through hiring, conflict resolution, performance evaluations, mentoring and promotion decisions for XX staff members

Key Achievements:

- Oversaw and developed <XYZ> programming efforts
- Increased the size and the diversity of staff participants including <XYZ>
- Led +XX workshops and published +XX essays to advise on strategies to <XYZ>
- Developed programs to improve <XYZ>

TITLE HERE: 2004-2005

Office, Organization

- Provided oversight and direction for XYZ
- Developed new partnerships with XYZ to expand access to XYZ
- Planned and supported the first XYZ attended by +100 members

Teaching & Research

TITLE: Date-Date

Office, Organization

TITLE: Date-Date

Office, Organization

TITLE: Date-Date

Office, Organization

Board Experience & Leadership

Title: Date

Location

- Sponsored community discussions on topics regarding the experience of <XYZ>

- Developed and distributed a <XYZ> directory to help residents navigate <XYZ>
- Facilitated trainings to develop community coaches and build workgroups focused on <XYZ>

Title: Date

Location

- Developed and wrote multiple grants to fund <XYZ> including a successful proposal to support <XYZ> and bridge the divide between <XYZ> and <XYZ>
- Led organizational efforts to develop a mission statement and strategic plan

Select Service & Affiliations

- Co-Chair
- Member
- Member
- Graduate, course

Education

Ph.D. in XYZ, date

University of XYZ

M.A. in XYZ, date

University of XYZ

B.A. XYZ, date

University of XYZ