

ADDRESS CITY, STATE	NAME	PHONE # E-MAIL
--------------------------------------	-------------	---------------------------------

SUMMARY

Dynamic leader with extensive real world experience in all facets of management functions. Specific areas of proficiency include leadership, public speaking and training others. Recognized for identifying problem areas, defining direction and implementing viable corrective measures to achieve goals.

EDUCATION

B.S Degree in Management, Purdue University

EXPERIENCE

PHI KAPPA SIGMA INTERNATIONAL FRATERNITY, CITY, STATE (YEARS)

President (Year – Year)

Chief administrator of organization responsible for enforcing enactments and directives from Executive Committee. Presides at all organization meetings, supervising activities of officers, provide leadership to organization and evaluate organizational programs and activities.

- Developed and implemented plan tracking how organization and individual officers are doing concerning Organization Standards and expectations.
- Communicated with fellow officers, team members and Corporate Headquarters on a regular basis.
- Ensured all members aware of risk management policies by giving copies of Risk Management Policy, reviewing it and had them sign Compliance Form at beginning of year.
- Created and initiated plan addressing all areas of organization operations “needing improvement” or are “acceptable” to make organization “strong”.
- Responsible for implementing plan ensuring all criteria in Organization Management, Membership, and University / Campus Relations were in compliance with standard policies.
- Conducted all meetings using Robert’s Rules of Order and followed Constitution and Acts.
- Oversaw development of plan that ensured all required materials, monthly meeting minutes and financial statements, budgets, payments, signed forms were sent to Corporate Headquarters on time.
- Maintained notes including reviewing plans with previous officer, documenting important events, ideas and critical items that apply to office.

Vice President (Year – Year)

Assisted President in performance of duties and during absence served to officiate in his place. Organized committees and officers, directing recruitment efforts to comply with corporate standards.

- Developed plan that tracked how Organization and officers are doing concerning Organizational Standards
- Implemented plan to help all officers develop and maintain officer notebooks (*verify with officers*)
- Collaborated with officers ensuring all criteria responsible for are in compliance with standard, reviewed individual office goals, evaluated reports to determine criteria needed to be met and those responsible.
- Designed plan addressing all areas of Organization Operations that “need improvement” or are “acceptable” to make organization “strong”
- Collected and reviewed semester goals from over 10 department heads.
- Followed up with officers on previous semester goals and develop and implement plan to help them find ways to meet goals they did not meet (*verify with C.A. and/or officers*)
- Created plan ensuring all required materials, monthly meeting minutes and financial statements, budgets, payments, signed forms get forwarded to Corporate Headquarters on time.
- Oversaw development plan instructing member’s leadership skills for future of organization.
- Planned and scheduled an Officer Training and Transition Retreat after elections.

Associate Vice President (Year – Year)

Collaborated with President and Vice-President in performance of duties and responsible for providing leadership, encouraging high standards of achievement and promoted intellectual and cultural development.

- Implemented “Making the Grade” scholarship program into New Member Education program and for brothers who have a GPA below standard resulting in improvement in GPA from 2.6 to 3.1.
- Implemented a plan to encourage brothers to study and attend classes and maintained records of status.
- Facilitated every active brother with a tutor schedule for semester to improve scholastic achievement.
- Brought in a consultant to organization meeting to speak on academics to enhance member’s knowledge.
- Developed and implement plan ensuring all criteria in Scholarship in compliance with organizational standards.
- Formulated and implement a plan that awarded brothers who exceeded scholastic expectations through providing a plaque for the highest G.P.A. in organization and credit on dues for membership.

Treasurer/Accountant (Year – Year)

Responsible for management of all organizational financial records, obligations, obtaining budgets from committees and officers, collected outstanding debt and submitted monthly reports on financial state.

- Developed and implemented plan ensuring all criteria in Financial Management were in compliance.
- Oversaw monthly reports, balance sheets, income statement and bi-yearly budget to Corporate Headquarters.
- Designed filing system that utilized three-ring binder and computer file for monthly reports and accounts.
- Started a reserve savings account that had money paid into it on a regular basis that increased current reserve account by over 5% each year.
- Created plan ensuring all bills paid on time and organization maintains “0” balance with Corporate 0” quarters.
- Facilitated and trained an assistant treasurer to learn and take over office.
- Used software program Excel and QuickBooks, which simplified bookkeeping ensuring accurate recording.
- Planned and carried out one fundraiser each month improving organizations reputation and financial standings.
- Utilized fundraising chair and committee to brainstorm new fundraising ideas and/or check out.

Secretary/Office Manager (Year – Year)

Oversaw records of proceedings of weekly meeting minutes and communicated these to International Headquarters each month. Maintained organization’s archives, and performed other duties required by office and Organization.

- Safeguarded weekly meeting minutes and transcribed these for International Headquarters once a month.
- In charge of updating list of officers and chapter membership (with emails) into International Headquarters as well as to Advisor each term. (*verify with HQ and G.A.*)
- Referred to monthly to ensure completed for department and sent in checklist along with a transmittal form anytime you mail documents to the International Headquarters.

Trainer (Year – Year)

Arranged and supervised ceremonies of orientation, initiation and installation of officers. Responsible for conducting instruction and examination of new members in traditions, and organization of Fraternity.

- Developed and implemented plan to ensure all criteria relevant to Membership are in compliance with standard.
- Oversaw New Member education program and created plan to ensure Program displayed a positive image.
- Designed plan assuring 100% retention rate between orientation and initiation/membership with organization.
- Implemented plan educating organization on policies and held a meeting and/or presentation each month.

Recruiter (Year – Year)

- Created a plan to ensure all criteria relevant to New Members orientation is in compliance with standard.
- Planned and schedule a recruitment retreat to plan and set goals for the following quarter/semester.
- Developed and implemented plan to network with New Members of the Chapter to meet more recruits.
- Oversaw extensive plan to help keep motivation levels high during recruitment and training.

PROFESSIONAL DEVELOPMENT

Grand Chapter – Team and Leadership Development
 “Men of Honor” – Team and Leadership Development