
Club President Resume

Job Objective

Seeking a job as Club President in which my expertise, skills and dedication can help in the prosperity of the organization.

Highlights of Qualifications:

- Substantial experience of direction and management of club officials and operations
 - In-depth knowledge of constitution, rules, and policies of the club
 - Remarkable knowledge of office administration and computer operation
 - Familiarity with attending and chairing club committee meetings
 - Ability to maintain confidentiality of all sensitive information related to club members
 - Ability to communicate with club members, public, and external organizations, in a pleasant manner
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Professional Experience:

Club President
Edina Morningside Rotary Club – Edina, MN
August 2012 – Present

Responsibilities:

- Established and implemented the overall committee agenda, annually.
- Organized and participated in committee meetings and club activities, as needed.
- Developed budget of the club and managed its budgeting affairs, efficiently.
- Identified and contacted appropriate sponsors and supporters, to facilitate club growth.
- Interpreted and adhered to all rules and regulations of the club, diligently.
- Developed and maintained cordial relationships with all club members.

Club President
Atlanta Country Club – Marietta, GA
May 2009 – July 2012

Responsibilities:

- Directed and supervised overall operations and staff activities of the club.
 - Reviewed and revised all existing club policies and objectives, efficiently.
 - Planned, created, and implemented highly effective club development plan.
 - Contacted all club members and informed them about committee actions, on time.
 - Oversaw and assisted in preparation and maintenance of club records and activity reports.
 - Attended and participated in various events as club's representative.
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Education:

Master's Degree in Business Administration
University of Washington, Seattle, WA

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