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## Executive Officer Resume

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### Job Objective

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To secure an Executive Officer position within a fast growing organization in which my expertise can help the organization meet their goals.

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### Summary of Qualifications:

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- Immense experience in managing and motivating volunteers and staff
  - Outstanding knowledge of human services program management and multiculturalism
  - Familiarity with fund-raising, grant proposal writing and foundation relations
  - Proficient in MS Office suite and Internet
  - Excellent written and verbal communication skills
  - Ability to develop working relationships with medical staff
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### Work Experience:

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Executive Officer, August 2005 – Present  
Grant Cooper & Associates, Independence, OH

- Prepared annual budget and business plan for the organization, including the development of measurable performance standards.
- Lead, managed, trained, and mentored staff while fostering a highly professional environment that exemplified respect, diversity, and transparency.
- Ensured systemic management culture, with performance-based metrics and annual performance and work planning.
- Lead the Board of Directors and managed to meet and exceed loan production goals.
- Provided leadership to the loan production team.
- Lead the Board of Directors and the Development Director in attracting capital for the organization's operational and capital growth.

Executive Officer, May 2000 – July 2005  
Earth Resources Technology, Inc, Independence, OH

- Developed and implemented policies and procedures, short- and long-range goals, objectives and plans.
  - Planned new services that generate additional sources of profitable revenue.
  - Identified, recommended and implemented ideas in planning, advertizing and performance improvement activities.
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### Education:

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Bachelor's Degree in Business, Georgian Court University, Lakewood, NJ  
Master's Degree in Business Administration, William Paterson University, Wayne, NJ

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