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## Non Profit President Resume

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### Job Objective

Hard-working and dedicated Non Profit President seeking full-time position with reputable company.

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### Highlights of Qualifications:

- Highly experienced in development, direction, and management of Non Profit Organization
  - Profound knowledge of non-profit sector trends and program management practices
  - Outstanding knowledge of teamwork concepts and team management techniques
  - Familiarity with operation of standard office equipment like computer
  - Ability to interact with various prominent government leaders, in a diplomatic manner
  - Ability to understand and speak more than one foreign language, fluently
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### Professional Experience:

Non Profit President  
Arizona Oncology Associates – Tucson, AZ  
August 2012 – Present

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### Responsibilities:

- Managed and supervised all operations and financial activities of the organization.
- Mentored, motivated, and provided leadership to all assigned staff members.
- Oversaw and maintained coordination of workflow between different offices of the organization.
- Attended and chaired all national and international Board meetings.
- Contacted and collaborated with all appropriate companies and other NGOs, in a positive manner.
- Built and maintained strong diplomatic relationships with various government officials.

Non Profit President  
Disability Rights California – California  
May 2009 – July 2012

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### Responsibilities:

- Lead and supervised the activities of board's governance committee.
  - Hired and managed all board members and selected new committee chairperson, as required.
  - Attended and participated in all committee meetings as ex-officio member.
  - Handled and conducted performance reviews of CEO and all board members.
  - Performed succession-planning activities and assisted in mentoring new president-elect.
  - Oversaw and assisted in professional development of all board members.
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### Education:

Master's Degree in Nonprofit Management  
Indiana University-Bloomington, Bloomington, IN

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