
Program Officer Resume

Job Objective

Seeking employment as a Program Officer in a position with an established organization.

Highlights of Qualifications:

- Remarkable experience of managing in multidisciplinary team
 - Huge knowledge of evaluation of public health programs and health policy
 - Deep knowledge of nonprofit organizations and governments
 - Familiarity with issues surrounding each health initiative
 - Amazing ability to act strategically and manage in complex environment
 - Outstanding ability to work in a team and in complex environment
 - Excellent planning and organizational skills
 - Superior problem solving and communications skills
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Professional Experience:

Program Officer

Helmsley Charitable Trust, Crewe, VA

August 2005 – Present

- Established and enforced Impact Capital work.
- Handled public and public-private partnerships.
- Managed execution and administration of grants.
- Coordinated as Impact Capital at local consortia.
- Aided outreach, marketing and fundraising activities.

Program Officer

The National Academies, Crewe, VA

May 2000 – July 2005

- Managed partner relationships and enforced project work plans.
 - Smoothened execution of deliverables.
 - Coordinated consultations with key stakeholders.
 - Administered preparation of reports and planned enforcement of potential additional activities.
 - Corresponded key meetings and formulated progress reports.
 - Supervised project expenditures and coached project staff.
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Education:

Bachelor's Degree in Business

Temple University, Philadelphia, PA Master's Degree in Business Administration

Erskine College, Due West, SC

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