

(Clients Name)

(***) ***_****
email@email.com

Address Line 1
Address Line 2

Management Professional

Creative, Reliable, and Committed **Management Professional** with 15+ years of extensive experience in mentoring diverse teams throughout complex projects, volunteering at various institutions, and surpassing standards and goals at various organizations. Innovative top performer demonstrates a verifiable track record when it comes to assisting teams in reaching their full potential and influencing teams to act.

Compassionate and motivated leader demonstrates profound knowledge and proven expertise in Mindful Management, Compassionate Leadership, Community Outreach, Nonprofit Organizations, Process Improvement, Public Speaking, Multitasking, and Flexibility. Hardworking individual is dedicated to meeting organizational goals and bringing out the best in people. Candidate is well versed at making high-level decisions, meeting strict deadlines, and leveraging diversity in the workplace.

- ✦ Team Management & Mentorship
- ✦ Forward Thinker & Mission Driven
- ✦ Analytical & Detail-oriented Problem Solver
- ✦ Strong Judgmental & Decision-Making Skills
- ✦ Problem Resolution & Change Management
- ✦ Skillful Communicator & Presenter
- ✦ Robust Interpersonal Communication Skills
- ✦ Project Management & Program Development

Notable Highlights

- ✦ Recognized for outstanding success aiding organizations in crisis with challenges they were facing and creating opportunities for growth and development within the organizations.
- ✦ Collaborated with the Board of Directors at Siddhartha School Project to create a more comprehensive charitable program and support the organizations mission.
- ✦ Worked closely along side the Board of Directors at Tara Redwood School to support their mission of universal education for pre-K through elementary.
- ✦ Successfully managed and mentored teams and volunteers and accomplished unity in the workplace by leveraging diversity, positivity, and inclusion.
- ✦ Excelled at planning and ensuring all daily operations and programs were complete and organizational goals and objectives were met.

Professional Experience

Land of Medicine

Jan 2016 - Present

Various Roles & Responsibilities

Executive Director (July 2017 – Present)

- ✦ Achieves and exceeds leadership goals within the organization and assures quality, mission-driven programs and services are successful; collaborates with the Board of Directors to establish and implement long and short-term goals.
- ✦ Conducts **coaching, succession planning, and professional development guidance** to staff, volunteers, and other stakeholders to improve productivity, team unity, and maintain company vision.
- ✦ **Delivers superior communication and leadership skills** by directing Human Resources development, guiding reports in personnel matters, and modeling respect and professionalism in the workplace.
- ✦ Accurately ensures the planning, completion, and success of all daily operations and programs within the organization; creates and maintains robust business and public relationships within the community.
- ✦ Oversees the adequacy and soundness of the financial structure and reports financial activity to the Board on a daily basis; successfully **advocates and fundraises on behalf of the organization**.
- ✦ Orchestrates the strategic decision-making process ensuring the organization follows all regulation, accountability, and reporting requirements from government entities, funders, and stakeholders.

Assistant Director (Jun 2016 – July 2017)

- ✦ Assumed full responsibility for all the hospitality departments including the kitchen, housekeeping, maintenance, and grounds; **supervised and improved daily functions of each department** to ensure adherence to best practices by measuring the efficiency of systems and procedures.

- ✦ Responsible for overseeing daily operations, addressing current and potential issues, and **identifying opportunities to improve performance.**
- ✦ Directed and supervised all business procedures to maximize efficiency, monitored financial data, and recommended solutions that would improve profitability.
- ✦ Executed the development of new processes to meet business objectives and **ensure compliance with company policies;** ensured company systems operated smoothly and aligned with quality standards.
- ✦ Established and maintained close collaboration between the staff and executive director by acting as a liaison.

Special Event Manager (Jan 2016 – Jun 2016)

- ✦ Successfully orchestrated aspects of a Cultural Festival with an annual attendance of 500 to 750 people; ensured event was successful by booking talent, organizing the stage, creating the schedule, and serving as master of the ceremony.
- ✦ Spearheaded the coaching and **supervision of over 80 volunteers and 25 paid staff members** to guarantee productivity, accuracy, and event success.
- ✦ **Leveraged robust organizational skills** to develop a food menu, arrange a remote kitchen, and aid kitchen staff and volunteers in prepping, cooking, and serving food to over 500 guests.

Lama Yeshe

2009 – 2015

Project Archivist

- ✦ Managed the audio, video, and transcription of the project; examined audio files, edited and archived video files, and maintained archive database to ensure all files were organized.

Other Relevant Experience

Kadampa Center for Buddhist Studies

2013 – 2014

Special Event Manager

Tashi Gatsel Ling

2009 – 2013

Spiritual Program Director

Education & Technical Skills

StackSkills, 2020 - 2021

Project Management Certificate

California College, 1995

Metalsmithing

Colorado Institute, 1991

Visual Communication

State College, 1989

Management

Microsoft Office Suite ✦ Donor Tools ✦ Asana Project Management ✦ Constant Contact

Certifications

Conflict Resolution Center of Santa Cruz County, 2020

Mediator Certification

FPMT Inc, 2015

FPMT Service Seminar Certification

Center for Nonviolent Communication, 2005

Nonviolent Communication Certification