

# NAME

TITLE  
000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

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## Experience

2020 – Current

**Business Operations Director** - American Heart Association / Dallas, Texas *December*

- Provided high-level support to the chief executive officer in the implementation of association-wide outreach initiatives
- Presented 13 key health agendas with supporting research documentation to the panel of executive directors
- Streamlined the organization’s communication channels to promote relationship-building with stakeholders and the general public
- Functioned as the project lead for the 2020 expansion program, resulting in a 25% increase in global reach
- Forged relationships with internal and external stakeholders, leading to a 17% increase in sponsorships and research funding

**Assistant Director for Philanthropy Boards & Operations** -  
UNICEF United States/ New York, New York  
*February 2018 – December 2020*

- Represented the organization at 12 international conferences and 27 national events, resulting in 15 newly acquired partnerships
- Partnered with the vice president in identifying global growth opportunities and strategic areas for improvement
- Developed and implemented 12 comprehensive onboarding programs for new philanthropy board members
- Initiated the use of grants management and NetSuite systems to assess the philanthropy board’s performance
- Collaborated with the chief information officer in upgrading fundraising systems, resulting in a 25% increase in staff productivity

### Project Experience

- **AHA Heart Ball Event (2021):** Organized a black-tie social event for key donors, stakeholders, and community members of the American Heart Association
- **American Heart Challenge (2021):** Spearheaded a nationwide campaign for heart health awareness with the goal of raising funds for heart disease prevention programs
- **Child-Friendly Cities Initiative (2019):** Developed and implemented a worldwide initiative that encourages cities and villages to uphold the rights of children

## Education

**Master in Public Administration** - Harvard Kennedy School  
*2016–2018*

- GPA: LIST
- AWARD
- AWARD

*2013–2016*

**Bachelor of Science in Business Administration** - University of Massachusetts

- GPA: LIST
- AWARD
- AWARD

## Skills

- Expertise**
- Strategic planning
  - Public relations
  - People management
  - Fund accounting
  - Process improvement

## Licenses & Accreditations

- Licenses Licenses & Accreditations**
- Certificate in Public Financial Management, Association of Chartered Certified Accountants (2020)
  - Accreditation in Public Relations, Public Relations Society of America, Inc. (2019)
  - Project Management Professional, Project Management Institute, Inc. (2019)