

**JONATHAN DOE**  
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**City, State 55555**  
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**SKILLS AND EXPERTISE:** Organizational direction, planning, coordination, implementation of programs, budget development and implementation, evaluation of programs; comprehensive understanding of public policy process, oral and written communication, working knowledge of Microsoft Windows applications, Internet proficiency.

**EMPLOYMENT SUMMARY**

1993 – July 2011      **Organization 1.** EXECUTIVE DIRECTOR. National association, 501 (c)(3) firm, approaching 50<sup>th</sup> anniversary.

**Highlights**

- Growth from 3,000 to more than 15,000 individual members
- Developed and introduced new certificates in only national sign language interpreter credentialing program; increased testing revenues tenfold
- Increased overall revenues more than tenfold
- Established government affairs program
- Increased sponsorship revenues twenty-fold
- Increased collaborative relations with stakeholders
- Increased biennial meeting attendance from 475 to more than 2,500
- Increased educational textbooks from average of less than one per year to two to three per year
- Increased staff from four to 23 authorized positions
- Introduced required continuing education program for certificants
- Established exclusive national association mediation component to ethical practices system
- Worked with very active and involved board of directors and extensive practitioner volunteers
- Editor or publisher of all publications
- Led effort to purchase building for association; equity appreciation alone has provided the association with more net assets than any in association history

**PRIOR RELEVANT EXPERIENCE**

**Job Title 2:** CHIEF FINANCIAL OFFICER AND DEPUTY DIRECTOR OF ADMINISTRATION. Establishment and management of multi-million dollar budget for Presidential commission. Assist Director of Administration in all phases of operations for 80+ personnel.

**Job Title 3:** SPECIAL ASSISTANT FOR LEGISLATION AND ADMINISTRATION.

**Job Title 4:** DIRECTOR of INTERNATIONAL PROGRAMS

**Job Title 5:** LEGISLATIVE ASSISTANT AND OFFICE MANAGER

**EDUCATION**

**GEORGETOWN UNIVERSITY** - M.S. DEGREE - MANAGEMENT.

THE **GEORGE WASHINGTON UNIVERSITY**- M.A. & B.A. DEGREE - POLITICAL SCIENCE.

**Personal** – Training for marathon.