

John Doe

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Career Summary

Highly successful entrepreneur, business and nonprofit executive with proven ability to transform missions and goals into workable business plans and bottom-line results. Seasoned executive with over twenty years of rich strategic operations management and entrepreneurial experience within and across dynamic political, governmental, and advocacy environments. Creative, forward-thinking, analytical leader with demonstrated pattern of challenging existing boundaries and constraints to incite organizational performance, generate growth, and deliver results. Experience leading national and international operations, multiple staff teams, fundraising, visibility management, and developing businesses operations from the ground up. Proficiency in building rapport and communicating strategies and results with key stakeholders and many levels of organizational leadership.

Core Competencies

- Building Coalitions with shared interest
- Advocacy before Congress & Executive Branch
- Designing & Implementing Legislative Strategy
- Regulatory & Legislative Monitoring
- Financial Planning & Management
- Public Policy Acumen
- Strategic Planning
- Contracts Negotiation
- Rapport Building
- Human Capital Management
- Supplier Diversity
- Communication

Professional Experience

Presidential Appointee
Organization 1

Location 1
2009 – Present

Serving as a presidential appointee responsible for strategic management of the Office of XXXXXXXX, a division of the U.S. XXXXXXXX charged with advancement and oversight of a network of XXXXXXXX. Leading initiatives to promote the growth of women-owned business through innovative programs, including training and counseling, access to credit and capital, Federal and corporate contracting, and relationship management to more than 150,000 customers annually. Managing programs, budgeting and finances, strategic planning, staff, and interagency/corporate relationships to effectively represent Administration priorities. Serving as Executive Director of the XXXXXXXX Council on XXXXXXXX and a member of the Executive Review Board. Specific accomplishments include:

- **Board and Council involvement:**
 - Council on XXXXXXXX (2010 – Present): Leading development and implementation of national policies and procedures to deliver SBA programs to business owners in underserved communities.
 - Executive Review Board (2011 – Present): Appointed by XXXXXXXX (Administrator, XXXXXXXX) as 1 of 5 members to manage the overall quality and integrity of the Senior Executive Service staffing process
- **Budget Process and Financial Management:** including formulation, execution, expenditure tracking, analysis, & reporting. Managing funding lines in excess of \$14 million in support of 110 business centers in multiple states.
- **Led Financial Review Program Development & Implementation** for an initiative designed to eradicate fraud & abuse within the Office of XXXXXXXX. Developed program requirements and specifications, strategic program integration into operational procedures. Subsequent program expansion and adoption by XXXXXXXX grant programs, rendering Federal funds recoveries equivalent to 15% of XXXXXXXX's annual program budget.
- **Legislative and Public Representation:** Representing the XXXXXXXX at White House events and in Congressional affairs. Speaking nationally on behalf of the XXXXXXXX in conferences, seminars, and marketing activities.
- **Visibility Management:** Promoting the XXXXXXXX on television, radio, print, and other media and in national and international public forums. Serving as XXXXXXXX liaison to domestic and international corporate partners and stakeholders.

- **Program Management:** Designed program efficiency measures to facilitate XXXXXXXX program expansion to every State without funding increases. Personally engaged in excess of 2,000 business owners through Entrepreneurs' Summits. Implemented Federal procurement training programs in 100 locations that have to date provided certification to over 9,000 individuals through the XXXXXXXX.

President and CEO
Organization

Location
2007 – 2009

Served as President and CEO of a membership driven organization, leading efforts to facilitate the success of minority-owned businesses and surrounding communities through networking, outreach, and education. Set direction and provided strategic guidance to facilitate accomplishment of organizational philosophy, mission, and financial goals. Brokered key relationships with sponsors and increased collaborative relationships with stakeholders.

- Developed and implemented **multicultural programs and strategic initiatives** to improve the utilization and inclusion of certified minority, women and disadvantaged business enterprises while providing small businesses with tools to reduce risk to and effectively serve corporate and government clients;
- **Built relationships with partners** (internal/external) by increasing the level of the Chamber's engagement and visibility in the Metropolitan region. Served as an advocate for inclusion and utilization of certified minority and women business enterprises;
- **Forged new partnerships** with federal, state and local government agencies, national corporations, and local community organizations that have considerably increased the Chamber's footprint in the region;
- Served as **spokesperson to the Hispanic business community** in the greater metropolitan region and as a frequent guest on radio programs at roundtables and panels;
- **Increased corporate partnerships and participation**, negotiated new grants from state and local governments, and managed membership endeavors, facilitating 50% increases in operating budgets, 20% increases in membership, and 30% increases in volunteer participation in less than six months.

Director,
Organization

Location
2005 – 2007

Led civic engagement/outreach and advocacy related activities as Director of Programs for a 501(c) organization consisting of more than 230 cultural and community-based member organizations. Brokered local, national, and international relationships; developed and implemented tourism programs; and coordinated with government, businesses, and tourism agencies to highlight the area's rich cultural heritage and facilitate economic prosperity in historic neighborhoods.

- Identified Location's cultural assets and spearheaded the planning and implementation of XXXXX, one of organization's most successful and popular programs;
- Developed and managed fundraising efforts to finance community programs
- Communicated the economic benefit of cultural heritage programs in multiple workshops and symposiums throughout the metropolitan region;
- Served as media spokesperson and secured free promotion of events in media.

President and Founder
Organization

Location
2000 – 2007

Independently established and served as President of XXXXXXXX, a highly successful SBA 8(a)-certified multilingual communications company with clients from Fortune 500 companies, government agencies, and nonprofit organizations. Strategically positioned company operations to facilitate growth from a single English-to-Spanish translation agency into a full-service multilingual communications firm with 75 employees handling communications and translations in 25 languages.

- Built and managed a 75-member multilingual, multicultural team in more than 15 U.S. cities and 5 countries.
- Led business development and marketing efforts to triple the company's client base within initial three years of operation; increased service offering from initial Spanish – English services to full services in 25 languages; managed organizational growth and transition; increased staffing and maintained a 75 employee workforce to support increased volume.
- Increased the company's communications services to include multicultural marketing, promotion, adaptation and transnational localization in addition to basic translation services
- Secured clients ranging from Fortune 500 corporations to major public agencies and nonprofit organizations

including:

- Georgetown University Medical Center
- Sony Corporation – US and Japan
- Centers for Disease Control and Prevention
- Siemens Information and Communication
- Virginia State Corporation Commission
- Asthma and Allergy Foundation of America
- American Cancer Society
- DC Public Service Commission
- National Education Association
- Nextel Communications
- US National Institutes of Health
- US Internal Revenue Service
- Washington Gas
- Arlington County
- Westat
- AARP DC
- Kaiser Permanente
- Cigna Healthcare

Cross-Cultural & Linguistic Consultant
Organization

Location
1991 – 2000

- Performed quality control and managed the localization process for Spanish translations for both the Mexican and U.S. markets
 - Served as Project Manager for multilingual translations for projects in Western European languages
 - Translated and edited into Spanish more than 4,000 projects with an average annual output of 750,000 translated words.
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EDUCATION

Post-baccalaureate Certificate, 1987
Art History

University of Houston
Houston, TX

Bachelor of Arts, 1986
Psychology

University of Houston
Houston, TX

Languages

English / Spanish Fluency