

AMY SMITH

City, State Cell Phone Email Address

**PROGRAM MANAGER ~ NONPROFIT
THOUGHTFUL COMMUNICATOR ~ RESOURCEFUL PLANNER ~ CREATIVE LEADER**

***“When you think you have exhausted all possibilities, remember this: You haven’t.”
~ Thomas Edison***

Track Record of Creative Leadership:

- Created first internship program for students with City Hospital by initiating and cultivating relationships with nursing program management. Program offered students the opportunity to use classroom knowledge in practical situations.
- Dramatically cut newsletter expenses and venue costs, and increased monthly event fees to help organization move from running at a deficit to being self-sustainable.
- Revitalized vocational program by researching additional assessment tools and developing new curriculum for training in basic office skills. Produced original workbooks, worksheets, and tests.

VALUE OFFERED

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|---|---|--|
| <input type="checkbox"/> Strategic Thinker | <input type="checkbox"/> Creative Leadership | <input type="checkbox"/> Client Assessment |
| <input type="checkbox"/> Curriculum Development | <input type="checkbox"/> Relationship Building | <input type="checkbox"/> Program Research |
| <input type="checkbox"/> Maintain Confidentiality | <input type="checkbox"/> Group Facilitation | <input type="checkbox"/> Program Development |
| <input type="checkbox"/> Verbal & Written Communication | <input type="checkbox"/> Progress Assessment | <input type="checkbox"/> Deliver Presentations |
| <input type="checkbox"/> Recruit & Motivate Volunteers | <input type="checkbox"/> Manage Volunteer Board | <input type="checkbox"/> Assessment Processing |

PROFESSIONAL EXPERIENCE

Company Name, City, ST

Date—Date

Government Admissions Counselor

Recruited to develop affiliations with government agencies and research additional funding sources. Present information on Learning Center programs, facilitate group discussions on career options, evaluate students' goals and recommend appropriate curriculum. Research, contact and build relationships with area businesses to arrange internships for students.

Contributions:

- Create first internship program for Learning Center students with City Hospital through initiating contact and cultivating relationships with nursing program management. Program designed to give students the opportunity to use their classroom knowledge in practical situations.
- Develop newsletter to share Learning Center news and student achievements. Write all content, provide input on design and layout, Prepare new program marketing materials.

Company Name, City, ST

Date—Date

Vocational Counselor

Revitalized stagnant vocational program for chronically mentally ill clients by developing new curriculum for office skills classes. Worked closely with program manager on assessing client progress and work