DALLAS MUSTANG

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EDUCATION

Southern Methodist University Dallas, Texas
Bachelor of Arts in Communication Studies May 20XX
Minor: Business Administration
GPA: 3.86

NON-PROFIT EXPERIENCE

Alternative Spring Break, Southern Methodist University Dallas, Texas
Director August 20XX – Present

- Supervise executive board of 16 students overseeing programs in over 12 U.S. cities and in 2 international cities
- Develop public relations and on-campus awareness campaigns to generate student interest
- Create 5-year strategic plan for organization highlighting opportunities for growth and funding initiatives
- Manage annual operating budget of $70,000 while growing programs each year by 2

Mustang Heroes, Southern Methodist University Dallas, Texas
Advisor, Mentor September 20XX – Present

- Establish executive board and participated in board meetings to assist in developing organizational structure
- Wrote organization constitution incorporating university policy and procedures

American Red Cross Dallas, Texas
Volunteer Chair May – August 20XX

- Planned and facilitated a Regional Disaster Forum bringing together 200 service coordinators, community directors, and volunteers from across the North Texas region
- Conducted an open form concept with objective to allow participants to express concerns and collaborate on combining resources to create effective programming to service communities in need

Department of Health and Human Services Dallas, Texas
Volunteer June – August 20XX

- Reviewed literature dealing with funds available through grants from government agencies and private foundations and conferred with personnel affected by proposed program to develop program objectives
- Drafted $200,000 grant proposal targeted at disaster preparedness in hospitals and healthcare systems

ADDITIONAL LEADERSHIP EXPERIENCE

Kappa Gamma Social Sorority, Southern Methodist University Dallas, Texas
Philanthropy Chair, Active Member September 20XX – Present

- Coordinate experiences with student leaders and Dallas non-profits for Kappa Gamma members
- Complete over 200 hour service hours through service at Genesis Women's Shelter , Dallas Food Bank, and additional opportunities throughout the Dallas Community

National Coalition Building Institute Training for Leadership Dallas, Texas
Participant September 20XX

- Gained a deeper awareness of diversity and identity issues such as race, ethnicity, gender, and sexual orientation to be better prepared for working with others from diverse populations

SKILLS

- Microsoft Excel, PowerPoint, Access; Adobe Photoshop
- Conversational level in Spanish