

## PROFESSIONAL EXPERIENCE

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### Summary

A dedicated professional with executive leadership responsibilities in the profit and non-profit industries. Demonstrated excellent interpersonal skills with corporate leaders and community members, specializing in the areas of management, resource development and operation designed to contribute to the success in achieving company goals.

### Professional Strengths

- High standards and strong work ethic
- Aptitude for creative problem solving with the ability to examine issues objectively
- Intuitive self-starter with analytical and organizational skills
- Demonstrated success in coordinating events and fundraisers, grant writing, process coordination, and community relations
- Able to conceptualize and follow through to implementation
- Worked with major corporations, community leaders, foreign diplomats and general public
- Ability to hire and retain talent
- Successfully interfaced with all levels of management and Board of Directors to achieve maximum outcomes
- Ability to manage multiple projects and personalities simultaneously under tight deadlines
- Values importance of confidentiality
- Streamlined policies to increase performance and productivity
- Ensured application of appropriate industry mandated compliance guidelines
- Confident in appearing before the community and in the media

### Professional Accomplishments

- Oversaw fiscal responsibility and management of budgets up to \$1,000,000
- Reduced non-profit organization's operational costs to 6.79% while increasing in-kind donations and services by 62%
- Increased non-profit organization donor base from 740 to 6282 in one year
- Performed internal, ten-year audit on a non-profit organization and restructured financial records to meet 501(c) 3 IRS compliance
- Fostered strong media relationships to include extended in-kind media coverage through negotiations with: 10News, the creation and airing of an English and Spanish :20 sec PSA (aired 73 times during primetime on local ABC Channel and 237 times during primetime on Azteca America San Diego); and with Finest City Broadcasting, the creation and airing of a :30 sec PSA (aired 982 times on 91-X and Jammin' Z-90 radio stations)
- Established and implemented office policies and procedures, reducing overhead by 30%
- Launched online and offline marketing campaigns and led strategic sourcing, including logo development, branding, and management of design and launch of three websites
- Increased Conference participation by 247% within three years
- Liaison between German businesses and The World Bank, InterAmerican Bank and various foreign embassies
- Streamlined corporation trademarks, reducing annual maintenance costs by \$168,700 with overall Company savings of \$844,200
- Developed corporate travel policy, reducing travel costs by 17%
- Negotiated and facilitated office relocation and new office set-up including donated office furniture and corporate name change
- Organized opening of for-profit satellite office in the United Kingdom

**Event Management**

- The Jenna Druck Foundation's *Looking Back, Moving Forward 10<sup>th</sup> Anniversary Celebration*, San Diego, CA – 2006, First fundraising event for Foundation since 1996, net revenue \$212,000 (310 Attendees)
- The Jenna Druck Foundation's *Young Women's Spirit of Leadership Conference*, San Diego, CA – 2006 (855 Attendees, 30 Speakers, 285 Mentors, 55 Volunteers); 2005 (574 Attendees, 31 Speakers, 190 Mentors, 22 Volunteers); 2004 (385 Attendees, 25 Speakers, 77 Mentors, 8 Volunteers)
- International Association of Administrative Professional's *52nd Annual Education Forum and California Division Meeting*, San Francisco, CA – 2004 (93 Attendees, 9 Speakers, 10 Volunteers)
- International Association of Administrative Professional's *Administrative Professional's Day Luncheon*, Escondido, CA – 2003 (237 Attendees, 1 Keynote, 27 Vendors, 10 Volunteers); San Marcos, CA – 2002 (118 Attendees, 1 Keynote, 8 Vendors, 10 Volunteers)
- *Civic Engineering Conference*, Washington, D.C. – Berlin Consult, InterAmerican Bank, World Bank, German government ministries, Executive Offices of the Germany Ambassador, 1994 (108 Attendees); 1995 (112 Attendees)
- *VUBI Embassy Dinner*, Washington, D.C. – German Ambassador to United States, Washington D.C., 1994 (35 Attendees); 1995 (35 Attendees)
- *Business and Press Conferences*, Washington D.C. – German Minister of Finance, German Minister of Public Transportation, German Minister of Waste Management, German Konsulate to Barbados, German Ambassador to the United Nations, and German Ambassador to Washington D.C., 1994-1996
- *eHelp Corporation Strategic Meetings*, Quarterly, 1999-2001 (80-145 Attendees)

**Business Management**

- The Jenna Druck Foundation, San Diego, CA, Assistant Executive Director/Executive Director, 2003-October 2006
- Callaway Golf Company Foundation, Carlsbad, CA, Operations Coordinator, 2003
- Project Concern International, San Diego, CA, Administrative Executive to CEO, 2001-2003
- eHelp Corporation, La Jolla, CA, Administrative Executive to CEO, 1999-2001
- G. Cardone Enterprises Inc., La Jolla, CA, Vice President Operations, 1996-1999
- Pierre and Associates, Consultant, 1993-1996, 2006-2009 – Computers 2 SD Kids (San Diego); The Jarrett meeker Foundation (La Mesa); Salon 56 (San Diego); Voiceofsandiego.org (San Diego); ArtsBusXpress (San Diego, CA); VUBI (Frankfurt, Germany & Washington, D.C.); Berlin Consult (Berlin, Germany); Brandes Investment Partners (Del Mar, CA); Professional Touch Executive Business Service (Escondido, CA); Renee Gallery (Escondido, CA)

**Education**

- San Diego State University, B.S. in Criminal Justice Administration and B.S. in Sociology, 1993

**Professional Development**

- University of Indiana Center on Philanthropy, Fund Raising Management Certificate, 2006
- LEAD San Diego, Class of 2005
- American Academy of Bereavement – Bereavement Facilitator Certificate, 2005
- eHelp University, Management Certificate, 2000

**Boards, Community Service, and Professional Associations**

- ArtsBusXpress, Board Chair 2005-2007
- JH Camp, Board Treasurer, 2006-2007
- Lead San Diego Action Team Selection Committee, 2006
- Barrio Logan College Institute LEAD Action Team, 2005
- Association of Fundraising Professionals, 2003-2007
- National Association of Female Executives, 2002-2007
- International Association of Administrative Professionals, 2002-2007