

JANE B. DOE

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EDUCATION

University of California at Berkeley

Walter A. Haas School of Business

Master of Business Administration/Masters of Public Health, December 2004.

Stanford University

Bachelor of Arts, Religious Studies with Honors, June 1997.

EXPERIENCE

Native American Health Center Oakland, CA

2000–2002 *Youth Services Director*

- Designed and built Youth Services Department for Native American Health Center.
- Raised and monitored \$750,000 annual operating program budget.
- Co-developed mixed-use family affordable housing and youth development project in collaboration with East Bay Asian Local Development Corporation (EBALDC).
- Developed and led community organizing and youth development team.

1999–2000 *Native American Community Cluster Coordinator*

- Developed and managed 13 agency collaborative designed to improve social conditions facing at-risk Native American youth and their families in Alameda County.
- Researched, designed, and implemented internal evaluation protocol for Native American youth development programs in Oakland, CA.
- Wrote successful grant proposals to federal, state, county, and city funding agencies in excess of \$2.5 million dollars.
- Developed and implemented *Young Native Visions*, a youth Entrepreneurial incubator program in partnership with Haas School of Business for at-risk Native American youth involved with Alameda County Probation.

1998–1999 *Management Information Systems Coordinator*

- Collected and analyzed information on Alameda County service delivery model for Severely Emotionally Disturbed (SED) Native American youth and their families.
- Researched and wrote community needs assessment for youth development programs impacting or serving Native American youth in Alameda County.
- Developed and executed a series of workshops on the need for culturally appropriate youth development opportunities for SED Native American youth for Substance Abuse and Mental Health Services Administration (SAMHSA).

ADDITIONAL

Activities

Presenter, *Surgeon General's Rollout Report on Mental Health Care Disparities in Minority Communities*, American Psychological Association, San Francisco, CA. 8/2001

Presenter, *Youth Development and its place in Community Mental Health Care*, Male Advocacy Network, Phoenix, AZ. 9/2001

Teacher/AmeriCorps Member, American Indian Public Charter School 1997–1998

Young Entrepreneurs at Haas mentorship program

Awards

Who's Who in Public Service, International Edition, 2000, 2001

Mellon Minority Fellowship, Stanford University, 1995–1997

Winner, John Milton Oskison Writing Competition, Stanford University 1996

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OBJECTIVE

An entry-level marketing or management position with a medium-sized business.

EDUCATION

Bachelor of Science, Business Administration, University of Utah, Salt Lake City (Expected June 1995)

Major: Management

Minor: Marketing

Related course work: personnel management, business management, business ethics, business law, macroeconomics, statistics, marketing and sales

SKILLS/ABILITIES

Management

- Developed and implemented new fund-raising program for social fraternity, which brought in more than \$1,500 for local charity
- Worked with local and national alumni chapters to coordinate chapter house expansion, including negotiating a construction contract and schedule
- Organized and communicated to chapter alumni about a house expansion fund-raising program, which to date has brought in enough to cover 50% of expansion costs
- Managed chapter house finances for two years, including collecting dues and paying bills
- Carried a full course load while serving as chapter officer and working on campus newspaper advertising staff

Sales

- Led campus newspaper advertising staff three consecutive years for most advertising dollars generated
- Organized and implemented advertising promotion, which increased number of advertisers by 45%

Communication

- Presented monthly financial reports to chapter members and quarterly reports to national headquarters
- Corresponded with chapter alumni on progress of house expansion and fund raiser

Leadership

- Served as fraternity president, business manager and social chairman
- Named to Skull and Crescent National Leadership Honorary

EXPERIENCE

Advertising Staff, Utah Extra, University of Utah, Salt Lake (September 1991–current)

Business Manager, Sigma Chi, University of Utah, Salt Lake (September 1993– May 1994)