

Functional Resume

GEORGE COSTANZA

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PROFESSIONAL STATEMENT:

Quality-driven Director with over ten years of experience serving a non-profit social service agency

RELEVANT EXPERIENCE AND SKILLS:

Administration, Leadership and Management

Agency Administrator for nonprofit organization serving youth

- Planned and monitored annual organizational budgets of \$100,000 - \$300,000 monthly
- Provided coordination and leadership to voluntary board of directors
- Represented agency to Federal and State monitors

Exercised supervisory responsibility for a staff of 22 volunteer and paid positions

- Coordinated, planned and conducted training sessions for new staff
- Interpreted personnel guidelines, resolved staff conflicts, negotiated wages
- Introduced team-based management practices that improved service coordination and delivery, and allowed staff to improve client tracking methods

Fundraising/Development

Conceived, organized and implemented numerous successful fundraising events

- Doubled the profits of Kid's Place annual luncheon, from \$12,000 to \$24,000
- Organized public educational/entertainment events, involving arrangements for location, insurance, contracts, security, advertising and promotion

Successfully identified and cultivated major donors and significantly increased contributions

- Brought people onto the board who were excellent fundraisers
- Increased participation, matching contributors with projects aligned with their interests

Public Relations, Communication and Media

Spoke as expert in child development issues in community and educational forums

- Advocated for children's rights in courts
- Developed and wrote informational newsletter
- Conducted training seminars in child advocacy issues educating parents and school staff

Computer Skills

Proficient use of personal computers and printers

- Customized commercial computer programs to meet unique agency needs
- Maintained organization budgets and accounting system with customized computer software
- Wrote complex programs using direct disk access to retrieve lost data

EMPLOYMENT HISTORY:

Executive Director	Kid's Place, Spokane, WA	2009-present
Program Manager	Social Services, Spokane, WA	1999-2008

EDUCATION AND TRAINING:

State University of New York, Binghamton, NY	2002
Master of Arts in Social Sciences	

Washington State University, Pullman, WA	Graduated
Bachelor of Arts in Education	