

Sample Nonprofit COO Resume #1 (Allison Kelly)

Description: In this chief operating officer (COO) resume sample, career progression has enabled Allison to acquire skills and experience in a variety of staff functions. Her marketing and consulting work highlights cross-functional, strategic experience; her resume shows that she built on that experience as she advanced her career, acquiring additional expertise while leading recruiting and IT functions before advancing to become a vice president with responsibility for strategy, compensation, and administration. Allison's resume highlights that she has gained seniority, responsibility, and experience in staff functions, helping set the stage for a potential COO role.

ALLISON KELLY

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New York, NY 10089

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PROFESSIONAL EXPERIENCE

2003 - present

Teachers United

New York, NY

2006-2007

Vice President, Strategy and Administration

- Led a team of four to manage strategy, compensation and administrative functions
- Facilitated the annual goal setting process for the HR function
- Partnered with senior management to reorganize the team structure and redefine roles
- Managed annual salary increases across the organization, overseeing a \$25 million budget
- Redesigned the headcount planning and tracking process
- Built a forecasting model to set organization-wide recruiting and hiring goals
- Successfully implemented an HR information system which integrated with payroll

2005-2006

Director, Technology Management

- Selected and installed a new candidate tracking system for 5,000+ staff applications per year
- Successfully transitioned the organization to a new web-based time and attendance system

Boston

535 Boylston St., 10th Floor

Boston, MA 02116

P 617 572-2833

F 617 572-2834

New York

112 West 34th St., Suite 1510

New York, NY 10120

P 646 562-8900

F 646 562-8901

San Francisco

465 California St., 11th Floor

San Francisco, CA 94104

P 415 627-1100

F 415 627-4575

2003-2005

Director, Recruiting

- Managed a team of 10 people to execute all operational aspects of the admissions process for more than 5,000 applicants per year
- Directly managed the distribution of a \$3 million financial aid budget and successful collection on a \$4.3 million loan portfolio. Drove repayment rate on loans to a record high of 94%
- Achieved a 75% matriculation rate, 99% satisfaction with customer service and perfect record of meeting notification deadlines
- Partnered with recruitment, marketing, technology and finance teams to ensure success

2000 – 2002

Beckett Consulting

Washington, DC

Consultant

- Developed solutions to problems with growth, profitability and competitiveness through focused research and analysis for clients in the non-profit and private sector
- Helped plan a new organization which fosters private sector participation in disaster preparedness and response. Program has grown successfully since launch in 2003
- Managed a team to develop a nonprofit's international expansion strategy
- Helped streamline a R&D department of a pharmaceutical company to cut costs by 10%
- Helped define a customer service strategy projected to grow revenues by 20% in a major division of a bank

1996 - 1997

Guatemalan Relief

Guatemala City, Guatemala

Marketing Associate

1995-1996

City High School

Guatemala City, Guatemala

English as a Second Language Teacher

EDUCATION / PROFESSIONAL LICENSURE

2000

**Samuels College of International Affairs
Master of Public Affairs**

New York, NY

2000

**Samuels College of Business
Master of Business Administration**

New York, NY

1995

**Adams University
Bachelor of Arts in Economics, Magna Cum Laude**

Albany, NY

LANGUAGES

Fluent Spanish

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