4920 Crawford Dr.

The Colony, Texas 75056

Telephone: (214)370-6528 (Home)

Day: (214)542-0163

CAREER OBJECTIVE: To use my communications, interpersonal and program management skills in a public relations-marketing program in either the public or private sector.

## **EDUCATION**

1990 Leadership McKinney, Community Leadership Development Program.

1988 Certification in Organization Management, Center for Leadership Development, U.S. Chamber of Commerce, Southern Methodist University, Dallas, Texas.

1979 (4) graduate hours in community education, Ball State Univ., Muncie, Indiana.

1975 Professional Staff Training Institute, National Mental Health Institute, Baltimore, Maryland.

Master of Arts Degree, Speech Communication, Northern Illinois University, DeKalb, Illinois.

1964 Bachelor of Arts Degree, Speech Communication, Same as above.

## EMPLOYMENT HISTORY

\*October, '86 to Present: Vice President of Operations, McKinney Chamber of Commerce, McKinney, Texas.

Responsibilities include general operations management, volunteer recruitment/training, committee staffing, oral/written communications with members and the community, publications (newsletter, promotional materials), project development and implementation, involvement with city/county entities in community and economic development projects, resource development for program implementation development and supervision of fund raising projects.

\*March, '83 to September '86: Executive Vice President, The Colony Chamber of Commerce, The Colony, Texas.

\*Responsibilities included development of The Colony Chamber of Commerce organization from a volunteer group with no office into a fully functioning chamber program; initiated an organizational plan, budget and financial development, membership recruitment and retention, established an office and Chamber services to community and members, handled public relations, interagency cooperation, and economic/community development services along with initiating a professional executive position.

\*March, '79 to December, '81: Coordinator of Community Services, Kishwaukee College, Malta, Illinois.

Responsibilities included serving as a community resource for community development needs in the district, managing non-credit continuing education courses in three district communities and on campus (including special campus events), staffed several advisory committees, and participated in all publicity and public relations related to campus activities and resources.