

PAULA J. ROMAN

7673 Fossil Ridge Drive • Frisco, TX 75034 • 972-712-7911 (home) • 972-548-6609 (wk.)

PROFILE:

Creative planner with strong communication skills. Experienced in fundraising events, including special events, annual campaigns and planned giving. Experience in grant writing, budget allocation, curriculum design and instruction. Effective motivational and marketing techniques. Non-profit Board management experience.

ACADEMIC BACKGROUND:

Post Graduate	Workface Literacy Specialist Texas A&M/State Literacy Consortium Curriculum Design for Post-Secondary Education East Texas State University (3 hr.) Human and Economic Resource Planning University of Texas at Austin (6 hr.)
Graduate	M.S., Community Relations & Social Services School of Planning, University of Texas at Austin
Undergraduate	B.S., School of Natural Sciences University of Texas at Austin
Honors	Phi-Upsilon Phi Honor Society, graduate academic honors Omicron Nu Honor Society, undergraduate academic honors

PROFESSIONAL EXPERIENCE:

1989 – Present	Collin County Community College District 9/1/02 – Present Executive Director of Foundation and Development Serves as a member of the District's Leadership Team with executive responsibilities to plan, direct and evaluate the activities of the Foundation/Development Office through collaboration with the president/vice presidents, provosts, deans, faculty and staff; provides leadership and vision to programs that support the District's overall mission and goals through external funding, and; serves as Executive Director of the CCCCD Foundation, Inc.
9/1/93 – 8/30/02 See duties above.	Director of Development and Foundation
10/92 – 8/30/93 See duties above.	Director of Resource Development
01/01/92 – 09/02	Coordinator of Resource Development

07/89 – 12/31/91 Coordinator/Director Cooperative Work Experience Program

Special Assignments included:

- Director of the Texas Resource Center for Work Transition Programs
- Teleconference Coordinator of BEACON project.
- Coordinator, “S.E.E.” Students with Education and Experience Program
- Coordinator of the Cooperative Work Experience Program.

1986 – 1988 Marketing Representative, Hoffman Architects

Prepared demographic feasibility studies for investment properties, three to eight million dollars in value, and conducted formal presentations.

1983 – 1986 Public Relations and Project Coordinator, The Phoenix Group

Coordinated and implemented facilities and programs for the aged.

1980 – 1984 Faculty, University of Texas at Austin.

Coordinated and instructed freshmen through senior level classes in design and planning.

1974 – 1979 Instructor, Southwest Texas State University.

Expanded new degree option in housing and design.

PROFESSIONAL AND PUBLIC SERVICE ORGANIZATIONS:

Frisco Family Services – Serves on the Board – 2003 to present

Leadership Executive Committee for the Dallas Metropolitan United Way 2003 to present

Allen Community Outreach Program –Board of Directors– 2002

Texas Association for Community College Foundations – Served on the Board 1995 - 98

Leadership Allen , Board of Directors, 1996-98, Chair 1998

Consumer Credit Counseling Service Board – Director, 1995-99, President – 1998

“Interlink”, North Central Texas Regional Economic & Education Planning Agency

AWARDS:

Texas Association for Community College Foundations “Award for Excellence” – 1997

Collin County “21 for the 21st Century – 1998

Leadership Allen Program , “Outstanding Alumni” - 1999.

Departmental “Instructor of the Year” – 1984, University of Texas at Austin.