

# Samantha Jobseeker

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## Career Target: Position in Nonprofit or Charitable Organization

Offer long, successful history of charitable and mission work both in the U.S. and internationally, including Brazil, Mexico, and Dominican Republic. Purpose-driven desire to make a difference in the world through creative solutions to problems of global significance and through building better communities globally. Uncommonly strong perseverance and sense of integrity. Intellectual and creative; holistic and spiritual outlook on life. Strong research, writing, and computer skills.

## Areas of Knowledge & Strength

- ▶ Research & Writing
- ▶ Teaching & Curriculum Design
- ▶ Web Development
- ▶ Community Development
- ▶ Customer Service
- ▶ Teamwork & Team Building
- ▶ International Mission Work
- ▶ Project/Program Coordination
- ▶ Educational Materials Design

**Excellent Work Ethic ~ Creative Problem Solving Abilities ~ Strong Project Orientation ~ Team Player ~ Visionary ~ Sensitive to Multiculturalism & Diversity ~ Technologically Capable ~ Committed & Driven**

## Qualifications Summary

### Special Project Coordination

- ▶ Researched and performed due diligence, analyzing financial feasibility of potential real estate acquisitions for business focused on providing safe and affordable housing for below-average and median income families.
- ▶ Worked on project teams that prepared private golf club for PGA tournament, including general and special property maintenance, delivery and stocking of supplies, and providing assistance to food service and kitchen staff.
- ▶ Teamed with director of UNH's Volunteer Center in creating a co-curricular transcript that allowed students to document service and leadership activities for future employment and graduate school admissions.

### International Charitable Projects

- ▶ Participated on mission trips to Mexico and Dominican Republic. Performed various volunteer work with children, recovering drug addicts, battered women, and local hospitals.
- ▶ Traveled to Brazil to assist with construction and restoration of local churches. Tutored students at ESL schools.

### Team Work & Team Building / Group Facilitation / Volunteer Programs

- ▶ Demonstrated ability as a team builder capable of recognizing and engaging unique talents in others, motivating co-workers to complete both routine duties and challenging projects in the most efficient and effective manner.
- ▶ Served as group leader and facilitator for UNH's special program for high-school students.
- ▶ Tutored disadvantaged and under-achieving students in reading as volunteer in UNH's special reading program. At Barrington Community College, founded club that provided assistance to students in adjusting to college.

### Creative Problem Solving

- ▶ Took initiative to observe operations and think creatively and "outside the box" to develop new and more efficient techniques for day-to-day tasks such as managing inventory, ultimately saving both time and money.
- ▶ Contributed to sales increases by recommending changes to lighting and merchandising displays during special sales events at a retail store known for high-end knit clothing.

### Communications & Customer Service

- ▶ Proved interpersonal and communication abilities as a driver chartered to transport NBA and WNBA players and guests (celebrities and prominent athletes) to engagements during the 2005 All-Star Weekend in Rochester.
- ▶ Developed broad knowledge spanning many areas of operations of a private/exclusive golf club and resort. Became go-to person to solve problems, to "make things happen" regardless of the challenges, and provide support and service to members, guests, and co-workers; continuously strived to exceed expectations.

## Education

University of New Hampshire – Durham, NH (1999 – 2003)  
HONORARY DISTINGUISHED DUAL B.A. DEGREES • English and Sociology

## Work History

MANAGEMENT DUE DILIGENCE • XXXXXXX, LLC (2003 – Present)  
MAINTENANCE ASSISTANT / MAINTENANCE • XXXXXX Golf Club (2000 – 2003; 2005)  
DRIVER • XXXXXX Transportation (2005)  
INVENTORY & MERCHANDISING ASSISTANT • XXXXXX Designs (2004)

\*\*\* Extensive volunteer work on multiple, extensive foreign mission trips (Brazil, Mexico, and Dominican Republic) and at Barrington Community College and University of New Hampshire. \*\*\*

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