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EXPERTISE SKILLS

- capacity building
- organizational development
- training design
- performance measurement
- compliance
- financial management

LANGUAGES

- English
- Spanish
- French

CERTIFICATION

- Master of Non-Profit Management, New York University

REFERENCES

John Smith

Senior Manager, Tech Corp
john.smith@email.com

Sarah Johnson

Director, Innovation Labs
sarah.j@email.com

Michael Brown

VP Engineering, Solutions Inc
mbrown@email.com

MICHAEL ANDERSON

CAPACITY BUILDING CONSULTANT

Seasoned non-profit professional specializing in capacity building and organizational sustainability. Exceptional ability to assess organizational needs and implement tailored solutions that enhance effectiveness and efficiency. Proven track record of developing training programs that empower staff and volunteers. Strong analytical skills with a focus on data-driven decision-making to improve organizational performance. Committed to fostering a culture of accountability and transparency within non-profit organizations.

PROFESSIONAL EXPERIENCE

Empowerment Solutions

Mar 2018 - Present

Capacity Building Consultant

- Provided consulting services to non-profits on organizational development strategies.
- Conducted assessments to identify areas for improvement in operations and governance.
- Designed and facilitated training workshops for board members and staff.
- Developed strategic plans that align with organizational missions and goals.
- Assisted organizations in implementing performance measurement systems.
- Supported fundraising initiatives through capacity-building workshops.

Community Builders Inc.

Dec 2015 - Jan 2018

Director of Operations

- Led operational management for a multi-faceted community service organization.
- Streamlined processes to improve service delivery and client satisfaction.
- Managed financial reporting and budgeting for multiple programs.
- Oversaw recruitment, training, and evaluation of staff.
- Implemented quality assurance protocols to maintain high service standards.
- Fostered partnerships with local businesses and government agencies.

ACHIEVEMENTS

- Improved operational efficiency by 35% through process redesign.
- Successfully guided multiple organizations through strategic planning processes.
- Recognized for excellence in consulting by the Non-Profit Consulting Association.