

CARNEY R. BURNS III
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SUMMARY

A self-motivated, customer-centric project leadership professional with 6+ years of professional experience with strong analytical and critical thinking skills with a background in technology. Leverages strong communication and interpersonal strengths for effective cross-functional collaboration, customer support, and stakeholder relationship management.

EXPERIENCE

Organizational Staff Specialist | TODAY'S STUDENTS TOMORROW'S TEACHERS
White Plains, NY | 5/2020 - Present

- Accountable for fundraising and managing a major donor database. Personally raised over \$100,000 in donations.
- Authored multiple grants and facilitated 10+ donor campaigns.
- Personally managed the timeliness and efficiency of multiple team projects to completion.
- Developed a database for tracking 1K+ high school, college and alumni records of those in the program.
- Was the main point of contact for all correspondents coming in and out of Headquarters.
- Organized numerous successful virtual and live special events with hundreds of guests.
- Collaborated with a web design team to create and publish a company website.

OPERATIONS ASSOCIATE/PROGRAM MANAGER | NEW ROCHELLE RACKET CLUB
New Rochelle, NY | 10/2019 – 2/2021

- Oversaw and managed company financials, customer service, and company programs, including schedule and staff management.
- Handled any complaint escalation matters and staff performance management, including coaching and mentoring.

REAL ESTATE ACQUISITION SPECIALIST, PRIVATE EQUITY FUND | MIOYMEQUITIES
Westchester, NY | 3/2019 – 10/2019

- Responsible for fund management of \$1M+ for purchasing distressed asset real estate across the nation.
- Charged with reviewing and analyzing contracts on real estate properties and calculating the estimated value.
- Facilitated hundreds of contract negotiations with realtors on the purchase of multiple properties.

INTERN, OFFICE OF PUBLIC & INDIAN HOUSING | US DEPT OF HOUSING & URBAN DEVELOPMENT
Washington, DC | 6/2018 – 9/2018

- Researched data on rental subsidy implementations for tenant-based and project-based vouchers.
- Drafted memorandums on behalf of multiple departments, including the Secretary's office, and prepared policies to provide deregulatory preference points for the communities that deregulate to attract funding.

POLITICAL ASST, WESTCHESTER COUNTY LEGISLATOR DAVID TUBIOLO
Westchester County, NY | 6/2018 – 9/2018

- Facilitated and coordinated communications between constituents and leaders and briefed and prepared the County Legislator for media appearances, community events, and legislative meetings.

INTERN, URBAN PLANNING ANALYST | BINGHAMPTON UNIVERSITY INTERNSHIP
Binghamton, NY | 9/2017 – 6/2018

- Collected, interpreted, and evaluated data and rated and surveyed the condition of 100+ houses with written and video documentation.
- Leveraged ESRI Business Analysis Software and Arc GIS to forecast the rate of redevelopment in an Investment District by mapping housing, demographic, crime, census, and tax data.

EDUCATION

- Junior Web Developer – JavaScript Certification granted by W3Schools | December 2022 | Generation USA
- Bachelor of Arts in Urban Planning – Retailing and Economic Emphasis | May 2017 | Binghamton University
- Summer History Studies Program – International Scholars Program | August 2013 | Cambridge University

SKILLS

- Sales/Fundraising
- Microsoft Office, Google Workspace
- JavaScript, HTML, CSS
- Event Coordination/ Program Management
- Financial/Fund Management
- Database Management