

BOARD CHAIR BOARD CHAIR BOARD CHAIR - WAYZATA COMMUNITY CHURCH Deephaven,
MN Work Experience BOARD CHAIR WAYZATA COMMUNITY CHURCH 2018 to Present
Coordinate, support and consult with senior leadership. Establish meeting agendas. Facilitate
meetings. Point of contact for every board member. Work collaboratively with other boards to
ensure event success. EVENT CHAIR WAYZATA COMMUNITY CHURCH 2016 to Present
Directed the planning and execution of annual church-wide Christmas event. Lead a committee of
volunteers. Maintained timeline for event success. Coordinated food and entertainment. Present
status updates at board meetings. IT PROJECT MANAGER AT&T 1999 to 2002 Oversaw multiple
projects across all phases of development. Developed project timelines. Maintained project
documentation. Ensured that all projects were delivered on time, within scope, and within budget.
Managed relationship between business managers and programmers. Education B.A. in
INFORMATION SYSTEMS MARYVILLE UNIVERSITY - St. Louis, MO 1999 B.A. in BUSINESS
ADMINISTRATION STEPHENS COLLEGE - Columbia, MO 1993 Skills ORGANIZATIONAL
SKILLS, FUNDRAISING, EVENT PLANNING, PROJECT MANAGEMENT, DETAIL ORIENTED
Additional Information SKILLS ? Project management ? Fundraising and event planning ? Strong
organizational skills ? Detail oriented ? Strong work ethic ? Computer proficient

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