

Donald Franks

CNH CIRCLE K DISTRICT TREASURER

 drfranks3

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 SF Bay Area

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SUMMARY

Passionate and enthusiastic chief treasurer and second year student studying Cognitive Science. Supportive team player with experience in problem-solving. Extensive experience in event planning (small and large scale), coordination and facilitation of group members and events, and analysis of administrative and logistical data.

SKILLS

Technical

HTML • PHP • jQuery • SQL • Python
SASS/CSS • Javascript • Bootstrap

Other

Public Speaking • Photography
Budget Management • Fundraising

EXPERIENCE

03/16 – Present California-Nevada-Hawai'i District Treasurer | Circle K International

- Assist in the building and reactivation of Circle K clubs
- Assist in the collection of District and International dues from delinquent clubs
- Develop proper communication within Circle K and the entire Kiwanis Family
- Assist in the collection and oversee the disbursement of all District dues, convention registration fees, and other District income
- Chair the Finance Committee and actively commit to raising funds for the District and the Board's designated charitable causes
- Develop a District Operations Budget for the upcoming year

03/15 – 03/16 Fundraising Chair, Finance & Fundraising Liaison | Circle K International

- Realized over US\$16,000 for charities both global and local
- Led a committee of 15+ to collect ideas and start recurring fundraisers
- Established fundraising manual for future fundraising chairs
- Organized discussions with Treasurers within the immediate Bay Area
- Presented two informational workshops regarding District Fundraising Initiatives

03/15 – 08/15 Barista | Starbucks

- Personalized the Starbucks experience for all customers new and old
- Assisted local stores by offering physical support during busy periods of time
- Developed connections between store and customers by recognizing names and faces

EDUCATION

08/14 – 05/18 **Cognitive Science B.A.
Computer Science Minor**
College of Letters & Science
University of California, Berkeley

12/12 – 04/13 **Completion Certificate**
Intro. to Computer Science I
HarvardX, Harvard University

RELEVANT COURSES

CS61A - Structure & Interpretation of Computer Programs
CS61B - Data Structures
CS70 - Discrete Math & Probability Theory
DATA8 - Foundations of Data Science

ACHIEVEMENTS

Recognized for exemplifying outstanding leadership as a Distinguished Board Officer
Chaired an International Committee that recognized clubs across the world
Volunteered over 650 hours of service from 2014 to present
Maintained status as #1 fundraising club in Circle K International
Facilitated workshops on various topics to local, regional, national, and international audiences