

# 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 third year student studying Cognitive Science. Supportive team player with extensive experience in problem-solving, event planning (small and large scale), coordination and facilitation of group members and events, and analysis of administrative and logistical data.

### SKILLS

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

Public Speaking • Project Management  
Mediation • Fundraising • Budgeting  
Photography/Photo Editing

### 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
- Develop open 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**

- Generated over US\$16,000 for charities both globally and locally
- Led a committee of over 15 people to brainstorm ideas and start recurring fundraisers
- Created a fundraising manual for future fundraising chairs
- Coordinated discussions with Treasurers within the immediate Bay Area
- Presented two informational workshops regarding District Fundraising Initiatives at conferences with over 700 attendees

#### 05/15 – 08/15 **Barista | Starbucks**

- Personalized the Starbucks experience for all customers new and old
- Assisted local stores with backup support during busy hours
- Developed connections between store and customers by recognizing names and faces

### EDUCATION

08/14 – 05/19 **Cognitive Science B.A.  
Computer Science & Linguistics 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 Mathematics & Probability Theory  
DATA8 - Foundations of Data Science

### ACHIEVEMENTS

Recognized for exemplifying outstanding leadership as a Distinguished Board Officer  
Chaired an International Committee that oversaw club recognition worldwide  
Volunteered over 800 hours of service  
Maintained status as #1 fundraising club in Circle K International  
Facilitated workshops on various topics to local, regional, national, and international audiences

\* Circle K International is the world's largest student-led collegiate service organization with over 17,000 members in over 17 nations.  
The California-Nevada-Hawai'i District is the largest district in the organization with over 3,200 members in over 60 clubs.