






DONALD FRANKS

STUDENT AT UNIVERSITY OF CALIFORNIA, BERKELEY

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SUMMARY

Passionate and enthusiastic head 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 • CSS/SASS • Javascript • Python
SQL • PHP • Bootstrap • Data Mining

Public Speaking • Project Management
Event Planning • Budgeting • Fundraising

EXPERIENCE

03/16 – Present District Treasurer | CNH Circle K

California-Nevada-Hawai'i

- 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 | CNH Circle K

California-Nevada-Hawai'i

- 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

San Jose, CA

- 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

CS 61A: Structure & Interpretation of Computer Programs
CS 61B: Data Structures
CS 70: Discrete Mathematics & Probability Theory
DATA 8: Foundations of Data Science

ACHIEVEMENTS

Recognized for exemplifying outstanding leadership as a Distinguished Board Officer
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 (CNH) District is the largest district in the organization with over 3,200 members in over 70 clubs.