

**SUMMARY**

- Proven Leader
- Project management
- Non-profit leadership connections
- Strategic Planning
- Central Iowa business connections
- Educational leadership connections

**PROFESSIONAL EXPERIENCE****GREATER NEWTON AREA CHAMBER OF COMMERCE, Newton, Iowa****Interim Executive Director then hired as Executive Director****May 2014 – August 2014****August 2014 - Present**

- Oversees Ambassador visits and luncheon
- Prepares PowerPoint presentations for monthly breakfast and public presentations.
- Prepares and delivers a week radio show presentation.
- Provides resources and assistance to fellow members for retention purposes.
- Oversees one staff member and the overall today to today operations.
- Assisted in the preparations for the 4th of July parade and downtown activities.
- Recruits new members
- Creates a weekly e-newsletter via Constant Contact
- Updates Greater Newton Area Chamber of Commerce Facebook page
- Serves as Ex Officio on the Boards of many strategic partners

**SHERATON, WEST Des Moines, Iowa****Sales Manager Association Market****September 2012 – January 2014**

- Served, built trust and rapport with existing clients to successfully re-earn their business.
- Prospected for business through telephone, email and face-to-face cold and warm sales calls.
- Constant supporter and willing to assist in any capacity to make our events and property successful.
- Provided private and CVB guests' property tours and business proposal presentations.
- Successfully attracted new business including local, state and national entities.
- John Q. Hammons management company sales training.

**URBANDALE CHAMBER OF COMMERCE, Urbandale, Iowa****Office Manager****September 2010 – September 2011**

- Multi-tasking required for on-going events, committee meetings and daily tasks.
- Trained, inspired and supervised the Ambassador program.
- Managed, trained and monitored the Intern program.
- Frequent public speaking and group presentations.
- Frequent membership sales and sponsorship solicitation sales presentations.
- Provided exceptional member service.
- Willingness attitude to do whatever it takes to get the job done and done well.

**GREATER NEWTON AREA CHAMBER OF COMMERCE, Newton, Iowa****Interim Executive Director****February 2010 – July 2010**

- Gained control, provided leadership built rapport quickly in a hostile situation.
- Multi-tasking required for on-going events, committee meetings and daily tasks.
- Facilitated their first Board of Director Strategic Planning.
- Frequent public speaking and group presentations.
- Frequent membership and sponsorship sales presentations.
- Created and implemented new events to further provide more membership business building interactions.
- Trained, inspired and supervised the Ambassador and Young Professionals group volunteers.
- Lead many committees including planning and creating a successful Hot Rod Magazine "Power Tour" kick-off welcoming festival in downtown Newton.
- Represented the Board with regular radio, newspaper and television interviews.
- Grew membership by 20 new members which was a 12% growth.
- Appeared before the Jasper County Board of Supervisors to make requests for special downtown events.

**FINANCIAL ADVISOR, Broker Dealer Financial Services, West Des Moines, Iowa**

**Independent Advisor; January 2009 – December 2012**

**First Bank Financial Advisor; April 2007 – January 2009**

**Broker Dealer Financial Services Financial Advisor; January 2005 – April 2007**

**Piper Jaffray Financial Advisor; February 1999 – January 2005**

- Expired but previous licenses held: Series 7, Series 63 and Series 66.
- Assisted individuals and businesses analyze, develop and monitor investment plans.
- Attracted new clients by referrals, prospect appointments and through telephone cold calls, warm calls.
- Provided comprehensive investment product and strategy advice and guidance.

**WELLS FARGO FINANCIAL LEASING, INC., Des Moines, Iowa**

**Senior Credit Analyst; September 1991 – February 1999**

- Assisted with all aspects of financial management of a multi-state commercial real estate portfolio.

**Senior Credit Analyst; January 1991 – September 1991**

- One of a two person team to launch a new branch to purchase non-recourse broker-generated equipment leasing contracts.

**Credit Analyst; January 1988 – January 1991**

- Reviewed and approved small business equipment leasing contracts for a wide variety of businesses and industries across the United States.

## EDUCATION

Master's of Business Administration  
Drake University, Des Moines, Iowa

Bachelors of Business Administration  
Iowa State University, Ames, Iowa

## COMMUNITY AND LEADERSHIP

**Leadership Urbandale Graduate**—Class of 2007-2008

**Urbandale Caring Corps** (Non-profit community volunteer organization): I have volunteered and served on the Board of Directors as Vice President 2004, President 2005, and Past President 2006.

**Urbandale Chamber of Commerce:** 2009 President. I served on the Board of Directors from November of 2004 through August, 2010. I also served as an Ambassador and as the Membership Services Chairperson.

**Johnston Chamber of Commerce:** I have served as an Ambassador and was on the Green Days community celebration committee. Plus, I have attended many **South Des Moines, West Des Moines, and Ankeny Chamber of Commerce** events.

**Iowa Chamber of Commerce Executives (ICCE):** 2015 Board of Directors

**Rotary Club of Newton, Iowa:** 2015 Board of Directors

## HONORS AND AWARDS

**Dedicated, Involved and Passionate:**

2004, 2006, 2007 Urbandale Chamber of Commerce "Ambassador of the Year"

2003 Urbandale Chamber of Commerce "Volunteer of the Year"

2001 Piper Jaffray "Pacesetter" Club Member Sales Award.

1978-79 "Algoe Award" winner as Iowa Central Community College's outstanding male student-athlete.

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