

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 2011 – 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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