

Houseman McGee

Nope@gmail.com ❖ (555) 666-9999 ❖ In a city, ish

WORK EXPERIENCE

A Nonprofit That Does Things

Jan. 2017 – Present

Director of Homeownership

Pleasantville USA

- Developed & managed the Homeownership Program for State's first Nonprofit like mine
- Oversaw the development of a \$2.2 million affordable housing project, leveraging over \$1 million in public subsidies to create XXXX affordable homes for low income families
- Managed the organization's outreach & community engagement programs, leading to a 10-fold increase in applicants
- Engaged neighbors, city officials, and consultants to develop neighborhood revitalization plans and creative placemaking strategies to ensure equitable development
- Forged partnerships with local mortgage lenders and XXXXXXXXXXXX to create XXXXXXXXXXXX lending program, securing over \$1.2 million in affordable housing loans for qualified buyers
- Migrated client data to Salesforce-based CRM software, XXXXXXXXXXXX, streamlining programmatic and compliance data to centralized hub

Habitat for Well, you know

Nov. 2015 – Jan. 2017

Project Manager

Where? IDK

- Led the construction of 10 affordable homes; organizing subcontractors, volunteers and staff operations
- Cultivated volunteer leaders to form weekly on-site leadership program focused on safety and efficiency
- Managed project schedules and budgets to ensure timely completion

Nice Place with many pictures

Feb. 2015- Nov. 2015

Volunteer and Outreach Coordinator

FREE USA

- Coordinated over 1,200 volunteer hours, implemented data management practices, and led organizational outreach at community events & social media.

Habitat for Another One

Aug. 2013 – Aug. 2014

AmeriCorps Member

Not here, there.

- Provided on-site operations support and volunteer leadership for the construction of 42 homes

EDUCATION

Small State University

Aug. 2015- Dec. 2017

Master's in Public Administration

Never heard of it

Concentration in Nonprofit Leadership Studies

- Thesis: *Triggering Abandonment: A Study of Contributing Factors to Property Abandonment in XXXXX,XX*
- Graduate Coursework in Public Policy, Organizational Development, Law, and Research Methods

Old School College

Aug. 2008- May 2012

Bachelor's in Political Science

far far away

Minors in African and African American Studies

- Selected as Commencement Speaker for the Class of XXXX during May graduation ceremonies
- Studied abroad in XXXXXXXX during Spring 2011 semester at University of XXXXXXXX
- XXXXX Newspaper Editorial Board, Varsity Rugby Team, & XXXX Radio On Air DJ

Membership & Experience

City Commissioner, XXXXXX *Environmental Commission*

Co-Founding Member, Local Urbanist Group

Member, Central XX Housing and Homelessness Initiative

Member, Community Emergency Response Team (FEMA)