

First Name Last Name

Address

City, State Zip

Tel: (123) 456-7890

E-mail: name@email.com

Political & Non-profit Experience:

▶ **X for President Campaign, Finance Chief of Staff** – May 2007 to January 2008 – City, State

Worked as the Finance Chief of Staff to X's Presidential Campaign.

- Supervised all finance staff and finance department operations
- Assisted with the development and execution of the national finance plan
- Helped assure goals were being targeted correctly and executed to their fullest capacity
- Coordinated all finance related trips and travel for the candidate

▶ **Y for Congress, Finance Director** – August 2006 to November 2006 – City, State

Served as the Finance Director for a nationally targeted open congressional seat in City, State.

- Oversaw a team of three staff members and was responsible for the planning, oversight and implementation of all fundraising related activities.
- Worked closely with operations and compliance to ensure the campaign was meeting all FEC rules and regulations.

Began in August with a goal of \$1.2 million and ended up raising over \$1.45 million.

▶ **Z Consulting, Finance Associate** – October 2005 to July 2006 – City, State

Supported an independent national finance consultant as the sole associate. Clients included, but were not limited to: Gov. X, Organization Y, and Company Z. The majority of time was spent on national fundraising efforts for Gov. X, which included:

- Planning meetings with key Democratic donors across the country
- Maintaining national travel calendar
- Coordinating fundraising and "meet & greet" events
- Tracking individual donor contact through update phone calls and individual & group emails.

▶ **Q for Mayor, Finance Director** – January 2005 to August, 2005 – City, State

▶ **Party Committee, Field Director** – July 2004 to December 2004 – State

▶ **Non-Profit Organization A, Grassroots Coordinator** – April 2004 to July 2004 - State

▶ **B Presidential Campaign, Senior Field Organizer** – June 2003 to February 2004 – State

▶ **State Party, Field Organizer** – June 2002 to November 2002 – State

▶ **C for Governor Campaign, Field Organizer** – March 2002 to May 2002 – State

Education

- ▶ Camp Wellstone, State, April 2002
- ▶ B.A. in Global Studies, University of XYZ, 2001

References for First Name Last Name

- ▶ Person 1- Title when I worked with them – phone #; email address
- ▶ Person 2- Title when I worked with them – phone #; email address
- ▶ Person 3- Title when I worked with them – phone #; email address