**Elisabeth Wilder**

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(530) 277-9924

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**Education:**

Kaplan College; Online; Dec 2010

**Masters** in **Master in Education**

Union Institute and University; Sacramento, CA; Dec 2006

**Bachelors** in Adolescent **Psychology** & Non-Profit Organizational Management

**Experience:**

Boys & Girls Club of the Rouge Valley Talent, OR (Jan 2009 to Sep 2009)

**Program Director**

Provided customer service

Recruited new members

Budgeting and forecasting

Created and implemented multiple programs daily

Manage and oversaw staff

Boys & Girls Club of Bainbridge Island Bainbridge Island, WA (Feb 2008 to Oct 2008)

**Senior Program Director**

Implemented and oversaw numerous programs at two sites

Assisted in the management and oversight of both sites

Played an active role in the budgeting and management process of both sites

Boys & Girls Club of Stockton Stockton, CA (Jan 2007 to Feb 2008)

**Club Coordinator**

Managed 4 busy site programs

Directly managed 30 employees

Oversaw 500 youth and teen members daily

Created, coordinated, and oversaw school-based programs

Responsible for the budgeting and financial management of 4 sites

Genisis Infinity Real Estate Bremerton, WA (Jan 2006 to Dec 2006)

**Office Manager**

Ran front desk and office

Used multi-line phones

Filed and kept multiple real estate records

Handled scheduling for Broker and 8 Realtors

Provided customer service

Anchor Blue Silverdale, WA (Jul 2006 to Jan 2007)

**Assistant Manager**

Provided customer service

Created schedules

Managed 10 Sales Associates

Forecasted and budgeted payroll and productivity

Cash handling

City of Vacaville Vacaville, CA (Oct 2004 to May 2006)

**Program Leader II**

Recruited and enrolled youth and families in programs

Provided customer service

Answered multi-phone lines

Challenge Day Martinez, CA (Jun 2000 to Sep 2004)

**Youth Program Coordinator**

Planned and coordinated two national youth conferences, with up to 300 attendees

Created and composed conference materials to duplicate the program

Supervised 30+ volunteers

Provided customer service

Used time management skills, delegated tasks, and successfully executed conferences and workshops

**Miscellaneous:**

- Multiple phone lines

- Word

- + 65 words per minute

- Excel

- Power Point

- Photo Shop

- Outlook

- Filing

- Fax machines

- Copy/Scanners

- Appointment setting

- Prioritizing

- Cash handling

- Budgeting

- Flexible

- Problem Solving Skills

- Quick study on new computer programs

- Time management

- Professional appearance

- Commercial Drivers license with passenger endorsement

- CPR, First Aid, Water Safety Certified

**References:**

Available upon request