

Michael Parks

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Qualifications Profile

Program Management | Public Relations | Strategic Planning

Highly motivated, enthusiastic self-starter with a desire for growth, a commitment to excellence, and a career history of coordinating activities for international non-profit organizations. Adept in managing concurrent projects and workstreams, in liaising with international and domestic stakeholders, and in nurturing a collaborative atmosphere that boosts morale. Equipped with a confident, friendly management style, exceptional verbal and written communication skills, and the ability to execute multiple tasks and projects under pressure. Additional languages include Spanish (fluent) and French (reading).

- Accounts Receivable
- Customer Relationship Management
- Fundraising
- Student record management
- USAID/DFID Compliance
- Database Management
- General Bookkeeping
- Sales Pipeline Development
- Budgeting/Forecasting
- Front Desk Operations
- Human Resources
- Talent Acquisition & Recruitment

Technical Skills

MS Office Products (Word, Excel, PowerPoint, Outlook, & SharePoint) | Video & Audio Editing Software
Google Suite | Campus Vue | Salesforce | QuickBooks | Fireside | LexisNexis | Mailchimp | WordPress | Adobe Premiere

Education

Master's of Arts, International Affairs, August 2021-May 2023
University of Georgia, Athens, GA

Bachelor's of Arts, International Affairs, (GPA: 3.54), 2017
The George Washington University, Washington, DC
Minor(s): Political Science, History, & Film
Graduated cum laude

Arts & Humanities Program – Study Abroad, Spring Semester 2016
University College Dublin, Dublin, Ireland

Professional Experience

Walgreens, Oradell, NJ

Service Clerk, November 2020 -Present

- Processed transactions and managed register.
- Assisted guests in store and over the phone with questions, returns, and concerns.
- Provided an exemplary customer service experience to visitors at Walgreens while diligently managing inventory and transactions.

International Budget Partnership, Washington, DC

Operations Assistant, December 2018 to November 2019

Promoted fiscal transparency and upheld USAID and DFID donor requirements while performing a variety of administrative tasks for an international NGO. Coordinated travel accommodations and secured visas for consultants and C-Suite employees from 100+ countries. Utilized LexisNexis to screen potential new hires and perform background checks.

- Reconciled business travel and credit card accounts and processed payments and invoices.

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- Oversaw implementation of 300+ consultant contracts in support of the organization's "Open Budget Initiative".
- Collaborated with a 10-member team to develop sexual misconduct policies.

DS Political, Washington, DC

Operations & Accounting Assistant (contract), September 2018 to November 2018

Performed general bookkeeping activities, drafted accounts receivable and employee expense reports, and developed payment plans.

- Managed accounts receivable exceeding \$1M for the company's largest client.
- Utilized Salesforce and QuickBooks to audit and reconcile accounting records.

White and Case, Washington, DC

Case Assistant (contract), August 2018 to September 2018

Research and documented media coverage to serve as evidence in an international arbitration case.

Ledgent Finance & Accounting, Arlington, VA

Talent Acquisition Specialist, November 2017 to July 2018

Helped a team of 4 recruiters fill vacant accounting and finance positions. Attracted top talent by composing and posting job advertisements. Reviewed resumes, made cold-calls, and conducted F2F interviews to screen-out applicants. Connected qualified candidates with clients using Salesforce.

- Outperformed the company's established performance goal by 25%.
- Surpassed expectations by interviewing 12 high-caliber candidates each week.

Prospect College, Washington, DC

Administrative/Operations Assistant, June 2017 to November 2017

Supervised 3 interns while managing front-desk operations for the Accounting, Admissions, and Financial Aid department. Updated students by writing and editing a monthly newsletter. Assisted with the hiring process by advertising open positions and interviewing candidates. Managed and maintained student records.

- Recognized as Employee of the Month twice.
- Processed enrollments for 100+ students.

GWU Office for Study Abroad, Washington, DC

Student Administrative Assistant, August 2016 to April 2017

Performed a range of administrative functions, including filing and data entry. Reviewed transcripts to determine transfer credit from study abroad.

World War One Centennial Commission, Washington, DC

Fundraising and Development Intern, May 2016 to August 2016

Leveraged effective leadership techniques while directing the day to day activities of 10 interns. Designed and implemented multimedia marketing strategies and conducted SEO. Identified prospective donors and coached staff members on fundraising best practices and methods to improve their presentation skills.

- Drafted comprehensive reports for senior leaders and board members about personal and corporate donors.
- Collaborated with a 3-member team to secure a \$1M grant to construct the National World War I Memorial.
- Organized and executed a campaign to compose and deliver correspondence to defense contractors, Fortune 500, and Congress.

United States House of Representatives, Washington, DC

Political Research and Constituent Outreach Intern, September 2015 to December 2015

Aided senior staff members and constituents by drafting congressional legislation and media reports. Resolved issues and answered questions by phone or by mail.

- Demonstrated technical skill utilizing a proprietary CRM tool to manage information.
- Facilitated Capitol Hill tours.