

# **THOMAS HORTON**

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## **OBJECTIVE**

Executive Director of a nonprofit organization

## **HIGHLIGHTS**

- Over five years' management experience emphasizing a collaborative yet decisive style.
- Adept at building productive relationships to further the organization's goals.
- Persuasive skills, both written and verbal.

## **PROFESSIONAL EXPERIENCE**

(at Caldwell, Stevenson & Horton)

### **MANAGEMENT**

- Achieved a revenue growth from \$600K to \$1.5M per year within my area of management, while keeping overhead low.
- Planned and adhered to a budget of up to \$750K.
- Supervised a staff of 15, involving training, work flow, quality control, conflict resolution, and review processes.
- Directed the acquisition, installation, and maintenance of a 40-workstation system.

### **DEVELOPMENT / MOTIVATION**

- Built a large loyal client base through personal attention, quality service, and consistent follow through.
- Assisted clients in identifying their interests, and motivated them to act accordingly.
- Wrote persuasive letters and documents, frequently influencing decision makers.
- Involved personnel in goal sharing, resulting in dramatically increased productivity.

## **WORK HISTORY**

1997-00	Partner	Law Offices of Caldwell, Stevenson & Horton Cleveland, OH
1995-97	Claims Examiner	Prudential Insurance Company Cleveland, OH

## **EDUCATION**

J.D., Boalt College of Law, Berkeley, CA, 1993

B.A., Finance, Georgetown University, Washington, DC, 1987

## **AFFILIATIONS**

Board of Directors, Cleveland Symphony  
Advisory Council to the Cleveland AIDS Project