JAMIE DONAHUE

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INCLUSIVE EXPERIENCE

RAPID GROWTH PLANNING	LEADERSHIP DEVELOPMENT	TRAINING PROGRAMS
RAPID GROWTH MANAGEMENT	EMPLOYEE RECRUITMENT	TEAM LEADERSHIP
FINACIAL RESPONSIBILITY	HUMAN RESOURCES DEVEOPMENT	PROGRAM DEVELOPMENT

OBJECTIVE

To obtain a leadership role as the executive director within a newly formed non-profit organization that has the need for an excited individual with a passion for making a difference in the world.

EXPERIENCE

2012-Present 9 Dot HR Solutions Pasadena, CA

General Manager

- Engage new clients in HR consulting solutions to meet the client's needs
- Responsible for the overall success and management of 9 Dot including but not limited to personnel and fiscal management
- Develop and administer 9 Dot's budget and monitor all expenditures
- Supervise team and provide leadership by maintaining a positive and productive team environment
- Maintain a level of accountability among staff through positive motivation and ensure all legal compliance
- Responsible for setting goals and objectives to align with strategic plans

2002–Present Pathways In Education Pasadena, CA

Executive Director

- Start up non-profit with 10 million dollars in revenue.
- Was responsible for all aspects of developing a new company from inception
- Started a successful drop out and recovery program in Chicago, IL.
- Started a Charter School in Chicago, IL focusing on drop out recovery.
- Started a Charter School in Memphis, TN focusing on drop out recovery.
- Started Blackbird Farm, an urban farming school in Mendocino, CA.
- Started Rocky Mountain Pathways Ranch, a leadership academy and education program using adventure education in Estes, Colorado.
- Managed all fiscal and investment aspects of Pathway's endowment. Responsible for the day-to-day financial management of the organization; reporting to the Board on cash flow and budgets; monitoring accounting and paying bills, salaries, filling required state and federal forms; and managing expenditures in keeping with the adopted budget.
- Supervise staff, consultants and volunteers
- Prepared strategic plans and determining organizational priorities in consultation with the Board;
- Initiated, developed and implement programs based on the goals and objectives developed by the Board of Trustees;
- Advised the Board on issues of importance, prepared materials for and ran bi-monthly Board meetings.

2001–Present Opportunities For Learning - EMS Pasadena, CA

Human Resources Director

- High growth company that started in 11/99 and grew to 18 million dollars in revenue and 150 employees in 2.5 years. Was responsible for hiring 100 of the 150 employees the 1st year on the job.

- Part of the executive management team that doubled the revenue the 2nd year of business.
- Created and implemented an HR department in a newly formed company.
- Lead a team that analyzed current compensation structures and devised a program to improve incentive compensation.
- Engaged in employee relations activities including administering employee surveys, conflict resolution and legal compliance.
- Implemented training courses for new managers.
- Lead the management team that selected a new health insurance carrier.
- Revised Personnel Policy manual.
- Engaged in employee relations activities on a daily basis.
- Managed the Human Resources Department of 5 people.

1997–2001 Options For Youth Pasadena, CA

Human Resources Assistant (2000-2001)

- Created college recruiting program targeting education graduates from colleges and universities throughout the United States.
- Managed the college recruiting process including initial contacts, publicity, prescreening, and on-campus interviewing at more than 25 colleges and universities.
- Utilized low cost and no cost recruiting methods.
- Recruitment, hiring, background checks
- Engaged in employee relations activities on a daily basis.
- Devised teambuilding and strategies to achieve a positive company culture.

Assistant CFO (1997-2000)

- Presented Financial Statements and financial status overviews to five non-profit boards.
- Assisted the CFO in monthly financial presentations to the president and vice president.
- Responsible for the Accounts Payable process and insured that the proper approvals were in place.
- Monitored company gas cards and credit cards.

EDUCATION & TRAINING

1995–1999 University of Southern California Los Angeles, CA

- B.A., Communication Minor, Business Administration
- UCLA Extension Courses in HR
- Mentorship, Karen Jorgensen, President Jorgensen HR 2001-2002
- Mentorship, Michael Shaw, President, Financial Services for Non-Profits 1996-2000
- Mentorship, Don Riddell, President, The Riddell Company 2000-2002
- Mentorship, Jim Davis, President, The Davis Group 2001-2002
- Seminars in Training, HR Law, Employee Recruitment Interviewing, Performance Reviews, Employee Management, Employee Relations, Employee Motivation, & Time Management.

TECHNOLOGY EXPERIENCE

MS Word, Excel, PowerPoint, and Outlook.

ASSOCATIONS

Professionals in Human Resources (PIRA)
Society for Human Resource Management(SHRM)

USC Families in Closely Held Businesses

TriDelta Alumni Association