

Successful in achieving multimillion-dollar goals by formulating and implementing high-impact fundraising strategies. Expert in soliciting and retaining foundation, government, corporate, and private philanthropic donors. Respected for enhancing reputation of diverse non-profit organizations while forging advantageous alliances with local, national, and global partners. Passionate about helping underserved communities through business education. Relocating to the District of Columbia.

Raised \$6.2M for Boys' Club of NY | Fundraiser for Make-A-Wish Foundation, Newman's Own Foundation, Red Cross, and Covenant House | Generated Thousands of Dollars for the American Cancer Society

Core Competencies

- Fundraising Best Practices
- Relationship Management
- Social Entrepreneurship
- Economic Development
- Portfolio Management
- High Performance Standards
- Charitable Program Management
- Sustainable Organizational Structures
- Fundraising Team Motivation
- Diversity, Equity & Inclusion (DEI)
- Annual Budget Management
- Collaborative Relationships
- Project Management
- Fundraising Events
- Grant Writing
- Investment Banking
- Budget Variances
- Grant Proposals

Volunteerism & Fundraising

Fundraising Committee Member, Boys' Club of New York (BCNY), 05/2012 to 11/2016

Raised \$6.2M and hosted events from FY2014-FY2016. Planned, organized, and directed fundraising efforts, including annual fund, special events, and foundation grants. Optimized individual giving, major gifts, corporate gifts, and planned giving through donor solicitation. Persuasively communicated mission and programs to potential funders to ensure continued growth.

Co-Founder, Youth Empowerment in Education, 04/2017 to 07/2017

Co-wrote and secured \$18K grant to teach business and conflict resolution skills to 200 youth whose parents survived Rwandan genocide. Traveled to Africa with business leaders and educators, and partnered with 20+ local teachers to deliver valuable training. Enabled continuing support through nonprofit partners in Rwanda.

Volunteer Teacher, Various Non-Profit Organizations, 03/2006 to 09/2010

Taught entrepreneurial business skills at Spectrum Youth Center. Tutored children at Boys & Girls Clubs of America for the Summer Brain Gain Program. Shared best business practices to people in developing nations for several global organizations.

Professional Experience

BBR Partners, New York, NY

Director of Investment Research, 08/2019 to Present: Recruited through contacts from charitable organizations and tasked with empowering clients to maximize return on their portfolios. Lead and motivate 9 direct reports to peak performance levels. Source and perform due diligence on investments across all asset classes. Collaborate across business units to analyze risk/performance potential. Serve on Charitable Committee. Manage \$3.5M P&L.

- **Accelerated hiring speed 89%** and cut new-hire onboarding time 50% with new orientation/hiring processes.
- **Maintained 100% on-time delivery of 175 projects/year** while helping scale team from 3 to 11 employees.
- **Boosted professional services adoption 167%** while significantly increasing customer return-on-investment (ROI).
- **Improved certification program throughput 54%** while upholding 100% pass rate.

Belle Creole / FEBS, New York, NY

Board Member, 11/2017 to Present: Defined Belle Creole and Foundation Esther Boucicault Stanislas (FEBS) fundraising strategies to provide job training, microloans, and mentorship to Haitians living with HIV and AIDS.

- **Enhanced quality of care and supportive financial services** to underserved populations while devising new programs.

Goldman Sachs, New York, NY

Research Associate, Healthcare Assets, Global Investment Research, 02/2015 to 08/2018: Delivered data-driven consulting services for this \$20+M /year department. Ensured transparency for every major technology and service decision by conducting extensive research; completed 20K+ interviews annually and reported relevant metrics. Spearheaded research operations, including outreach, scheduling, interviewing, data collection, and project management. Partnered with cross-functional leaders to refine operating processes and business systems. Supervised 4 direct reports.

- **Increased research output 145% with 63% fewer resources** and cut time spent on analyst functions in half. Radically improved productivity by creating new vision, roadmap, analyst tools, and data-collection processes.
- **Led team to successfully complete 636 engagements** while personally performing 124 analytical sessions with top executives.
- **Generated \$2.9M more in presentation content revenue than any other analyst** over the past 5 consecutive years, and produced the most comprehensive end-of-year market intelligence report in 3 years.
- **Won Team Recognition Award for boosting output 57%** after systematically increasing monthly research input 20%.

Analyst III, Healthcare Assets, Global Investment Research, 10/2012 to 02/2015: Evaluated and ensured economic data model accuracy for worldwide fixed-income desks located in New York, London, and Tokyo. Produced insightful internal/external models to strengthen current portfolios and attract prospective clients.

- **Generated \$225K+ in new revenue** by creating financial model with 8 scenarios and 15 variables.
- **Evaluated/prepared \$87B in potential client portfolios** and served as lead analyst on 10 deals valued at \$270M.
- **Cut 6 hours of required daily work** by automating and decommissioning 73% of manual tasks.

Investment Analyst, Global Investment Research, 07/2010 to 10/2012: Thoroughly researched clients in the equity, fixed income, currency, and commodities markets. Championed culture of collaboration, readily sharing insights across teams, business sectors, geographic areas, and asset classes. Delivered multifaceted product to clients after refining research process.

22nd Century Group, New York, NY

Research Team Leader, 10/2008 to 07/2010: Studied global markets and took on challenging projects to support mergers and acquisitions (M&A). Produced compelling, data-driven client presentations. Generated company projections and engaged stakeholders during sell-side transactions and financings.

Investment Analyst, 08/2006 to 10/2008: Developed trade opportunities for clients, traders, and salesforce.

Harper, Christensen & Schwartz, Washington, DC

Junior Trader, 06/2003 to 08/2006: Facilitated trades and accelerated portfolio growth by making strategic recommendations. Entrusted to devise option strategies for clients after quickly learning takeover laws and best practices for drafting merger agreements.

Education & Credentials

Master of Business Administration (MBA), The Wharton School, University of Pennsylvania, Philadelphia, PA, 05/2012

Bachelor of Science (BS) in Finance, Kogod School of Business, American University, Washington, DC, 05/2003

Honor Societies: Golden Key, Epsilon Chi Omicron | *Memberships:* Special Committee on Finance, Zau Beta Tau Fraternity (Treasurer)

- **Raised \$4.5K+ for American Cancer Society** and acted as volunteer/fundraiser for Make-A-Wish Foundation, Paul Newman's The Hole in the Wall Gang Camp, Red Cross Blood Drives, and Covenant House's Sleep Out to End Youth Homelessness.
- **Participated in international business and economics program in South America**, traveling to Santiago and Buenos Aires.
- **Completed internship at Crestlake, supporting equity fund with \$750K+ in assets under management (AUM).** Analyzed diverse industries and companies, determine strategies, and delivered recommendations to senior management.

Series 57 Securities Trader Representative, Financial Industry Regulatory Authority (FINRA)

Additional Competencies

Computer Skills: Microsoft Office, Google Docs, PC, and Mac.

Soft Skills: Known for demonstrating sense of humor, humility, and high emotional intelligence in fast-paced environments. Reliable and polite with exceptional written and oral communication skills.

Résumé Strategy

Gustavus more commonly goes by Gus in his daily interactions, so I used this name for the header, and I omitted his street address because he plans on moving to Washington, DC. I did not want to frighten away organizations who are only seeking local candidates. I encouraged this client to use a single phone point of contact – his cell phone – to prevent the inconvenience employers often feel having to chase candidates through multiple phone numbers. A 516 landline also reinforces the idea of New York City as a permanent residence.

For his header, I created an abstract design that mimics the popular “giving hands” icons. The abstraction also reflects the bending of lines, a nod to the client’s last name. The entire design is merely a layering of basic Microsoft Word Shapes with various colors, patterns, gradients, transparencies, icons, and shadows. Once all the items were layered up, I took a screenshot and save the collection of shapes as an image I then placed behind the text, ensuring this document will be perfectly ATS-friendly.



I also encouraged Gus to get an email address. Apparently, his good friend Emily Robertson, who I wrote for last year, told him it was a great idea to not have an email address. After explaining modern best practices, I set Gus up with a Notmail account.

I wanted his introduction to be as convincing to his career target as possible, so I clarified the job target, focused the opening summary on fundraising, listed his fundraising successes and then filled the core competencies with key phrases from the target job description.

I elevated his volunteer experience in a column format on the very front page so that employers would have immediate access to his more relevant experience. When printed out in plain text, the columns will enable this brief section to proceed the Professional Experience section.

Gus had a hard time recalling all of the past dates for his jobs, so I encouraged him to call his past employers and organizations to get the months and years of all of his positions, degrees, and initiatives. This effort will save him hours in his job search, as most online job application systems require months to be included before the application is submitted. For this same reason, I asked him to clarify the city/state locations of earlier roles. During our conversation, I learned that the name of his Rwanda initiative was “Youth Empowerment in Education.”

I used his board memberships at FEBS and Belle Creole to fill in the year-long employment gap between Goldman Sachs and BRR.

Whenever a promotion was indicated, I added the full name of the employer – as well as the location – in white, invisible font. I then visually indicated the promotions with dotted lines so that when the client uploads this document online, all of the proceeding boxes populate easily and correctly. This will save the client time in copying/pasting company names and locations, or prevent job descriptions from getting confused in older applicant tracking systems (ATS).



At the very end of the document, I added technical and soft skills sections to add more key phrases used in the Halcyon job description.

I then trimmed out any of the less relevant and exciting details of his history to keep the total length within two pages.