

Stephen Success

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Local Address:
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Permanent Address:
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Education: California State University, Chico
Masters of Public Administration May 2009
Bachelor of Arts in Liberal Studies May 2007

Study Abroad: Universidad Nacional, Heredia, Costa Rica
Coursework emphasis: City Management

Work Experience: **Fine Jewelry Sales Associate**
Gottschalk's, Chico, CA 2005 to present

- Achieved the ranking of #1 sales associate for 2005, out of 11 employees, for selling 22% of total department sales.
- Communicated between various vendors to promptly receive merchandise and deliver to customers.
- Maintained open communication between customers and managers to improve the quality of customer service.

Fundraising Internship August 2005
United Way of Butte and Glenn Counties, Chico, CA

- Made cold calls to potential donors and set up meetings with local non-profits, providing education about the United Way's mission.
- Created a database on MS Excel to track donors and donations.
- Established donation goals based on total donations received in prior years and communicated new goals to management.
- Facilitated fundraising opportunities to secure funds throughout the fiscal year.

Swim Instructor Supervisor/Lifeguard
Paradise Parks and Recreation District, Paradise, CA 2003-2004

- Coordinated programs with staff members and swim teams.
- Generated staff and work schedules to maximize facility use and revenue.
- Acted as liaison between pool staff and patrons, demonstrating ability to manage and communicate with a diverse population.
- Implemented and enforced safety procedures and conducted a wide variety of staff trainings to ensure public and employee safety.

Senior Counselor
Boys and Girls Club of the North Valley, Paradise, CA February-August 2003

- Communicated with board members to maximize fundraising efforts.
- Recruited new members on a weekly basis by creating ads for local newspapers
- Organized and supervised activities and delegated implementation to staff.
- Created and maintained membership records on MS Word and Excel.

Honors & Activities: Kappa Delta Pi Honors Society
Chico State Bowling Club
Red Cross Certificates in CPR