

MIKE BURNS

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SEASONED MANAGER AND ADMINISTRATOR

Developing Strategic Plans / Managing Programs and Projects / Leading Operations and People.

EXECUTIVE PROFILE

- Ten-year career in the administration of fiscally-challenged organizations and recent entrepreneurial ventures. Organized, take-charge professional; able to plan and oversee activities from concept to successful conclusion.
- A hands-on critical thinker who produces immediate contributions in systems, analysis, business operations and motivational team management. Possess a valuable blending of leadership, creative, and analytical abilities that combine efficiency with imagination to produce bottom-line results.
 - Shared Decision-Making
 - Staff / Team Training & Development
 - Goal Setting & Strategic Planning
 - Cross-Functional Relationship Management
 - Selling Ideas and Opportunities
 - Productivity & Efficiency Improvement
 - Analysis & Assessment
 - Grant Writing
 - Budget Development & Administration / P & L
 - Operations Management
 - Human Resources Leadership
 - Process Management
 - Leading and Guiding Consensus Building
 - Service Design & Delivery Systems
 - Organizational Communications
 - High-Impact Public Speaking & Presentations

RELEVANT CAREER SUCCESSES

STAFF TRAINING & DEVELOPMENT / HUMAN RESOURCES MANAGEMENT

- Directed human resource activities for two facilities with yearly budgets of \$2 million and \$4 million, respectively.
 - Established a successful Staff Mentoring Program in Plymouth. Collaborated with tenured staff to develop a three-year plan towards easing new staff transitioning into the field. Paired tenured/new staff one-to-one.
 - Personally led staff training opportunities with an average yearly budget of \$40,000.
 - Hired professional, support, and all other staff. Directly supervised 95 employees.
 - Hired and teamed 20 new staff members within budget, accommodating a 300-student increase.

BUDGET & FISCAL MANAGEMENT / CAPITAL DEVELOPMENT

- Individually managed an average annual building budget of \$4 million. Served on an administrative team managing a yearly \$25 million budget (faced with an average \$1 million in cuts each year).
 - Weathered student population increase of 550 to 850 in three years, by streamlining operations, cutting costs, and creatively raising funds, including co-authoring a successful \$30,000 grant to hire a Behavior Planning Specialist.
 - Played a key leadership and support role under the acting superintendent to lead a successful 2003 Building Bond Referendum Campaign. Results included a balanced budget and \$6 million in new building construction. Also served on team that successfully passed a \$4 million referendum in 2004.

RELATIONSHIP BUILDING & COMMUNICATIONS

- Excelled at establishing and nurturing collaborative relationships with staff, parents, administrators, students, and other community members, to clarify goals and communicate progress.
 - Rallied community and parental support in school districts, by sharing with them a vision based on the belief that all children are gifted and talented in their own way.
 - Frequently served as public speaker to small and large groups statewide: Chamber, Graduation Emcee, Banquet Emcee and University of Minnesota Educational Administration Class Presenter.

RELATIONSHIP BUILDING & COMMUNICATIONS CONTINUED

- Led monthly "Fun Night" recognition for volunteers, increasing attendance by 300+ per event.
- Commended for leading unified decision-making efforts as liaison with staff, families and school board.
- Produced a school newsletter to foster school/community communications and connections.

OPERATIONS MANAGEMENT

- Directed food service, custodial and maintenance, computer and media services, front office, bussing operations, as well as teaching/non-teaching staff activities, for two community schools.
 - Oversaw facility and staff; redefined performance standards to streamline operations.
 - Headed the integration and upkeep of technology applications, including voice mail, computer and Internet.

EVENT MANAGEMENT

- Initiated and/or coordinated numerous programs and events.
 - Capitalized on sabbatical to write a book, *Leading from the Heart of Things*; and to spearhead the Anoka Chamber of Commerce Leadership Program, a nine-month interactive program grooming emerging community leaders.
 - Initiated Spanish, science and language arts curriculum, a knowledge bowl and a goal-setting conference.
 - Spearheaded and coordinated career/holiday events and district-wide enrichment themes.

LEADERSHIP & TEAM ROLES

- Community Leadership Program ▪ Graduation Standards ▪ Leadership Team ▪ District Strategic Planning
 - Building President ▪ Advisory Board ▪ Co-Op Mentor Board ▪ Title I Coordinator
 - Student Council Advisory ▪ Parent Involvement Council ▪ Curriculum Committees
 - Staff Development Coordinator ▪ Construction Leadership

CAREER PATH

SABBATICAL – Anoka, MN 2005 – Present

Research, Writing & Personal Development

- Initiated time from administrative work (and passion) to redress and recharge with connection to new experiences and shared time with family. Used time to write a book and form a leadership program.

ANOKA PUBLIC SCHOOLS – Anoka, MN 1999 – 2005

Elementary Principal

- Honored in 2001 as "Outstanding Service Award" recipient, a distinguished award given to only 5 out of 450 statewide employees annually.
 - First administrator to ever receive the award.
 - Second first-year employee to be honored with this award.

PLYMOUTH PUBLIC SCHOOLS – Plymouth, MN 1992 – 1999

Elementary Principal (1996 – 1999) / Superintendent Intern (1998) / Fifth Grade Teacher (1992 – 1996)

- Based on performance, was hired at the age of 29 as the youngest principal in the State of Minnesota.

EDUCATION

UNIVERSITY OF MINNESOTA – Minneapolis, MN

Specialist's Degree, Educational Leadership and Administration	2000
Master's Degree, Educational Leadership and Administration	1996
Bachelor's Degree, Elementary Education	1992

"I was immensely impressed with Mike's performance from my very first contact with him ... he has strong communication skills, an excellent background and intelligence which provides him with a quick perception of most situations ... built upon the strengths which he encountered ... quickly recognized for his sincerity, genuine interest in others, and for his leadership qualities ... he has enriched the entire community."

~ Martin Brettenburg, Superintendent, Plymouth Public Schools

Although chronological or hybrid/combination résumé formats are my preferred style, there are instances when a functional résumé can be the best presentation of skills. Mike Burns is a case in point.

After 13 years as an educator, including 9 years in administrative roles, Mike took a year's sabbatical from 2005 to 2006 to do some soul searching about where he wanted his career path to lead. Although he was not employed for a year, it was a fruitful time. He wrote a book on leadership and launched his city's Chamber Leadership Program, which is, in a short time, a healthy program with a waiting list and extensive community support. Mike wanted a résumé that had a two-fold career-changer and re-entry purpose: one, to transfer his skills and qualifications into a corporate career track where he felt greater opportunities would exist for career growth and compensation; and two, to shed positive light on the year's gap out of the workforce. He had already received some feedback that this might be an issue in a competitive market.

Mike's résumé begins with a headline format ("Seasoned Manager and Administrator... Developing Strategic Plans / Managing Programs and Projects / Leading Operations and People"). I used this format because it allows the reader to quickly identify "who" the job seeker is.

Mike's Executive Profile is just that—a profile of an accomplished executive who has experience in virtually all key management disciplines. This section highlights finance, critical thinking, leadership, decision making, process management, relationship building, and many other skills, all of which are essential characteristics of a senior-level business manager. This section creates just the right perception of Mike without mentioning that the bulk of his management experience has been as an elementary principal. One of the most important sections is the bulleted column list of keywords, which stand out to the human reader and a scanner alike.

The third section of this résumé is strong and is the bulk of the remaining information that Mike shares about his background. Although Mike's employment experience is briefly listed toward the bottom of page two, it is not the focus of this document. Rather, the third section highlights his particular areas of expertise and related projects, accomplishments, and responsibilities. Again, it's not until you get to almost the bottom of page one that you realize Mike is an elementary principal.

In the short section that lists Mike's employment, no job descriptions are used. The only information included in that section, beyond employers and his entrepreneurial ventures, is his list of professional honors and awards. This clearly communicates that Mike is a producer who delivers results and wins recognition from his employer.

Mike's education is included at the end of this résumé because it is related to education, and therefore, I did not want to draw attention to it. And finally, the résumé ends with a great quote that highlights his management competencies rather than his teaching competencies.

After distributing this résumé to prospective employers for only three weeks, Mike had eleven interviews. He accepted an offer as a Vice President of a prestigious metropolitan financial services firm.