

# JUSTIN CLARK

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## SUMMARY OF QUALIFICATIONS

- **Organizational Leadership:** more than five years experience in strategic planning, staff development, volunteer management, and executing logistically complex trips and events.
- **Communication:** Strong written and verbal skills developed through weekly preparation and delivery of interactive, engaging presentations to both large and small groups of teenage audiences, as well as regular marketing efforts utilizing social media, web content, and email communications.

## EDUCATION

### University of Colorado Boulder – Leeds School of Business

**Boulder, CO**

MBA with emphasis in Real Estate Development and Finance

*May, 2016*

- Student Advisory Council: elected by peers to represent cohort to administration
- Member of NAIOP and Graduate Real Estate Association

### Texas A&M University

**College Station, TX**

Bachelor of Arts - Communication

*May, 2006*

- Lambda Pi Eta: official honor society of the National Communication Association
- Impact: Small-group leader for student-led camp designed to help incoming undergraduate students acclimate to university life

## PROFESSIONAL EXPERIENCE

### FedEx Express

**Denver, CO**

*Courier*

*December, 2012 – June, 2014*

- Achieved productivity levels between 110-140% through the daily improvement of efficient package handling and routing methods (250-300 pcs to more than 115 stops daily)
- Recipient of “Bravo-Zulu Award” for daily performing over 120% route productivity during the company’s busiest month of the year, and for demonstrating a daily willingness to help teammates complete deliveries
- Awarded for One-Year Safe Driving and maintained a perfect driving record operating company vehicles
- Collaborated with managers and dispatch personnel in order to assist other couriers

### Arrington Roofing

**Dallas, TX**

*Sales Specialist*

*July, 2012 – December, 2012*

- Coordinated with project manager, insurance adjustors, contractors and homeowners in order to ensure proper completion of roof replacement and other necessary construction repairs related to storm damage
- Maximized company profits through strict attention to detail in providing accurate estimates of project costs and duration

### White’s Chapel UMC – 7<sup>th</sup> largest United Methodist Congregation in the U.S.

**Southlake, TX**

*Director of Student Ministries (7<sup>th</sup>-12<sup>th</sup> grade)*

*January, 2010 – May, 2012*

- Facilitated the creation and implementation of a new annual strategic plan, including five weekly programs and more than 25 annual special events, the renovation of student-designated space, budget allocation and marketing strategies
- Recruited and developed a team of five full-time staff members and mobilized more than 75 adult volunteers for weekly involvement as small-group mentors and for various event management roles
- Managed the year-long process of coordinating two annual, cross-country, week-long trips, which involved the caravan of up to six charter busses, including nearly 300 students and adult volunteers in order to complete home-repair projects. Four additional annual trips were executed for various age-specific learning purposes
- Provided appropriate counsel to students and families during times of crisis or difficulty

### TechnoGizmo

**Dallas, TX**

*Graphic Designer/Web Developer*

*November, 2007 – December, 2009*

- Generated both web and graphics-based solutions according to client specifications utilizing Photoshop, HTML, CSS and Content Management Systems.

### Kessler Community Church

**Dallas, TX**

*Youth Minister (7<sup>th</sup>-12<sup>th</sup> grade)*

*June, 2006 – December, 2009*

- Selected by World Vision to be one of three leaders to travel throughout Mozambique, Africa in order to observe ways in which the organization’s long-term humanitarian efforts are benefiting communities throughout the world
- Implemented weekly outreach programs and more than 12 annual trips and events on an extremely limited budget through annual fundraisers and the recruitment of adult volunteers.