MICHAEL WONG

1914 Twelfth Avenue
San Francisco, CA 94122
(415) 688 0900

Objective: Position as Community or Government Relations Representative

SUMMARY OF QUALIFICATIONS

- ★ Over 8 years experience in community relations work.
- ★ Graduate degree with emphasis in public administration.
- ★ Effective & persuasive with all segments of the community.
- ★ Skilled and thorough in analyzing problem situations and finding creative solutions.

PROFESSIONAL EXPERIENCE

Management & Administration

- Evaluated overall program effectiveness and employee performance; established policy for Humboldt Housing Action Project and University Activities Center.
- Trained and supervised volunteers and paid employees in counseling & fund-raising.
- Developed and implemented a successful marketing campaign (where others had repeatedly failed), introducing new students to local business services.

Community Relations

- Advised and offered technical assistance to United Way agencies on fund-raising, budgeting, and program planning.
- Served, by appointment, on Housing Committee charged with analyzing local housing crisis and providing follow-up recommendations.
- Coordinated successful special event and direct mail fund-raising for local city council members.

Communications

- Wrote general press releases and PSA's for voter registration drive.
- Chaired meetings of up to 100 people.
- Acted as liaison between student government and campus community, coordinating meeting times, places, and agendas.

EMPLOYMENT HISTORY

Fund-raiser	Rogers-Williamson Parent Council, Sierra, CA	1983-Present
Planning Intern	Arcata Planning Department, Arcata, CA	1982-1983
Sales Manager	Associated Students, Humboldt State Univ., Arcata, CA	1982-1983
Retail Sales	Redwoods United, Eureka, CA	1982
Researcher	National Institutes of Health, Eureka, CA	1979-1980

EDUCATION

M.A. Social Science, Humboldt State University, Arcata, CA
Emphasis on Public Administration (thesis in progress)
B.A Social Science, Humboldt State University, Arcata, CA

COMMUNITY & VOLUNTEER EXPERIENCE

- United Way, Bay Area and Humboldt County – Allocations Team Member.
- Board of Directors: Humboldt Housing Action Project ; University Activities Center
- Chairperson: Student Legislative Council, Humboldt State University.
- Coordinator, voter registration drives.