

Jonathan Atkins

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Professional Experience

The National Society of Collegiate Scholars
Manager, Member Engagement and Chapter Development
January 2012-November 2012

- Oversee all aspects of chapter management, member participation, and chapter administration for Colleges and Universities in the United States.
- Manage the day-to-day administrative workflow and operations of the office of the Assistant Vice President of Strategic and Member Engagement, including departmental expenditures and travel expense reports.
- Build and maintain relationships with professors, campus administrators, and other University leadership to further chapter relations.
- Research and create yearly conference schedule, sponsorship and partnership meetings, quarterly Advisory Board of Directors meeting, annual Leadership Summit.
- Educate and train members to ensure adherence to NSCS standards and procedures and to expand ongoing leadership development.
- Develop and manage a million dollar yearly budget for the member engagement and chapter development teams.

1911 United
Regional Field Director
March 2008-December 2011

- Organized fundraisers and managed logistics of major events that attracted various civic organizations, community leaders, and individual donors..
- Implemented campaigns on college campuses to increase youth voter registration.
- Coordinated recruitment events for greater volunteer and field participation.
- Trained and mentored field organizers, fellows, and volunteers.
- Drafted legislative fact sheets to distribute for Field Team and stakeholders.

T. Rowe Price, Tampa, FL
Client Manager/Analyst – Personal Services Group
August 2010-August 2011

- Provided client support to High Net Worth customers, with portfolio's valued excess of \$500,000.
- Processed mutual fund, brokerage, charitable giving, 529 college savings, and certificate of deposit orders as requested by client.
- Reviewed trade logs to ensure accuracy in trade requests and account maintenance.
- Prepared weekly status reports for Marketing and Advisory Services to address client portfolio recommendations.
- Compiled raw data from legal department in reviewing client change of ownership documentation and assist with consumer protection issues.

Office of Senator Lesley Miller Jr.
Legislative Fellow
January 2005-December 2005

- Worked with Senior Legislative Staff to prepare briefings, reports, newsletters, and other materials used for Senate Committee meetings.
- Attended Congressional briefings, hearings, and various external events that included Members of Congress.
- Drafted responses for Congressional correspondence and inquires.

Office of Representative Betty L. Thompson
Intern
January 2004-December 2004

- Research with the Special Committee on Urban Education Reform for the Betty L. Thompson Scholarship Program and Educational Tax Credits.
- Assisted Congressional Staff with developing and editing form letters in response to constituent mail.
- Improved system for replying to constituent needs and comments, prepared bulk mailings by specific deadlines, and established processing priorities for specific deadlines.

Education

UNIVERSITY OF SOUTH FLORIDA – TAMPA, FL
Bachelor of Science, May 2008 – Major: Marketing and Economics