

Craig A. Cress
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Oklahoma City, OK 73099
(405) 425-3468

OBJECTIVE

Executive Director

Seeking a challenging and responsible position where use can be made of my management, administrative, leadership experience and skills, supplemented by my special abilities and the many effective organization and coordination techniques I have learned.

QUALIFICATIONS

A dedicated professional with a reputation as a thorough organizer and skilled problem solver. Ability to handle multiple projects. Works well under pressure. Communicates goals and objectives with clarity and focus. Capabilities include:

- *Management*
- *Budgets*
- *Training*
- *Public Speaking*
- *Special events and meeting planning*
- *Inspire others to take action*
- *Work well with diverse groups of people*
- *Fund raising*

PROFESSIONAL EXPERIENCE

USA Softball, Inc *November 2013 to Present*
Oklahoma City, OK

EXECUTIVE DIRECTOR/CEO

Amateur Softball Association *May 2002 to November 2013*
Oklahoma City, OK

DIRECTOR OF MEMBERSHIP SERVICES

Wabash Valley Family Sports Center *July 1999 to May 2002*
Terre Haute, IN

EXECUTIVE DIRECTOR

- *Work with a diverse Board of Directors to manage Sports Recreation Facility.*
- *Supervise over 20 full and part-time staff members to supply services to over 2000 members and volunteers.*
- *Budget all financial aspects of the Sports Center and produce monthly board reports.*
- *Conduct several successful fundraising events each year which generates approximately 60 percent of Sports Center revenue.*

Applied Digital Access *February 1998 to July 1999*
Terre Haute, IN

FIELD SUPPORT ENGINEER

- *Provided technical support of ADA products over the phone and at customer sites.*
- *Provided written reports to executive management that are used to address personnel needs.*

First Financial Corporation *January 1996 to February 1998*
Terre Haute, IN

COMMUNICATIONS and ATM SPECIALIST

- *Managed team that maintained the computer network for the entire corporation.*
- *Developed components of corporate strategic plan.*
- *Developed processes and procedures for the data processing personnel to use during their day to day activity.*
- *Created reports for monthly committee meetings.*

Applied Computing Devices, Inc.

October 1981 to September 1995

Terre Haute, IN

CUSTOMER SERVICES MANAGER

- *Supervised seventeen engineers performing customer on-site system installations and integration.*
- *Attended conferences to educate new and existing customers through written and oral presentations.*
- *Developed Project Cost Accounting for the Customer Services Division.*

E D U C A T I O N

Indiana Wesleyan University

Marion, IN

Bachelor of Science in Business Administration – Magna Cum Laude

Indiana Vocational Technical College

Terre Haute, IN

Associate Degree in Industrial Electronics Technology