

Michael Kyung Lee

Summary of Core Competencies

Savvy leader with project & program management experience in nonprofit and private sectors, providing strategic client focused solutions.

- Organizational, Program & Project Management
- Financial & Fiscal Management
- Grant Management & Fundraising/Development
- Volunteer & Board Management
- Office Management & Administration
- Client/Customer Service & Technical Assistance

Non-Profit Sector Professional Experiences

Collaborative Project of MD
Project Director

Rockville, MD

Aug 2015 - Jan 2017

- Launched new Protocols for Collaborative Law services for low to moderate income families in Maryland with cross functional team of attorneys, financial neutrals, and family counselors.
- Established new partnerships and Collaborative Law programs with circuit courts in Baltimore City and Prince Georges County.
- Wrote successful grant proposals and developed fundraising plan for organization
- Managed the day to day operations of organization; financial/fiscal management reports including P&L Statements; Budget to Actuals; Balance Statements; and Annual Budgets.

Bethel Senior Center Inc.
Executive Director (Part Time)

Ellicott City, MD

June 2013 - June 2015

- Launched new nonprofit organization serving Korean American seniors for underserved limited English proficient population.
- Provide strategic and operational management for Center's core programs, operations, business plans, expansion and execution of its mission.
- Successfully managed annual golf fundraising event and community outreach events.
- Represented organization in community with foundation, State, County governmental agencies.

Consultant Work

March 2010 - April 2013

- Consultant for various nonprofit organizations providing program/project management services
 - Asian American Housing Counseling Center
 - Center for Nonprofit Leadership
 - Bethel Senior Center

Fuel Fund of Maryland
Director of Program Services

Towson, MD

Aug 2008 - Dec 2009

- Managed grant funds of \$1Million and \$2Million in BGE Credits
- Wrote Escheat Legislation (SB 1046, HB 1023) for General Assembly Session 2009.
- Provided written and oral testimony for Maryland Senate and House of Delegates committees.
- Managed local network of 15 Fuel Fund agencies; added 3 new agencies in 1st year.

- Managed corporate partnerships with BGE; Pepco, and Delmarva
- Member of Energy Advocates; Welfare Advocates and Greater Baltimore Committee

Maryland Nonprofits Baltimore, MD Oct. 2001 - Dec. 2005
 Manager, Standards for Excellence Certification Program

- Managed nationally recognized nonprofit certification program
- Recruited and trained Peer Reviewers and Ethics Standards Committee members
- Developed training programs and educational materials for Standards program
- Provided technical assistance (organizational development, finance, development, board and volunteer management) to member organizations
- Consultant, specializing in organizational development and capacity building

Living Classrooms Foundation Baltimore, MD Mar1997 – Sept 2001
 Case Manager: Workforce Development Center

- Provided disadvantaged at risk young adults graduating from job training programs with job placement and retention services with partnering businesses.
- Customized job readiness seminars that focus on goal setting; career advancement; financial literacy; and educational resources for GED and/or college.

Co-Director: Maryland Summer Center for Maritime Studies

- Implemented MSDE Summer Center for Gifted & Talented Students
- Wrote grant proposals and reports related to program

Co-Director: Frederick Douglass After School Program

- Responsible for day to day operation of the after-school program
- Develop curriculum and implement staff development programs
- Wrote grants and reports for the program

Private Sector Professional Experiences

Liberty Tax Services Columbia, MD Jan 2008 – Present
 Office Manager/Senior Tax Preparer

- Managed staff; front and back office administration; B2B marketing and promotional programs.
- Senior tax professional providing exceptional customer service for nearly a decade.
- Certified Maryland Registered Tax Preparer (Registration #2466).

Majestic Title Services Centerville, VA Jan 2006 - July 2008
 Office/Business Manager

- Launched new business start-up
- Manage day to day operations of office
- Human resources management, fiscal planning, customer service management, marketing.

North America Landscaping & Construction Ellicott City, MD 1995 - 1997
 Project Manager/Estimator

- Managed construction and landscaping projects (\$100,000-\$500,000).
- Responded to RFPs and managed bidding process for firm.
- Completed federal 8-A certification and Maryland MBE certification for firm.

Computer & Database Experiences

- Microsoft Office Suite (Excel, Word, PowerPoint, Outlook) (20+ Years)
- QuickBooks (5 years)
- Salesforce (1 ½ Years)
- Social Solutions ETO Software (2 Years)
- IMIS Database (4 Years)

Community Volunteerism and Special Interests

- Horizon Foundation: Ellicott City Council
The four local Councils advise the Foundation about issues that are important in our communities, recommend ways to address those issues and, with the Foundation's support, implement projects. Each Council has taken a systematic look at health and wellness needs in the geographic area it represents, linking with other local groups in the process. This typically has included examining data and available reports, conferring with appropriate organizations and agencies, reviewing potential community strategies and selecting priorities.
- Deacon: Bethel Korean Presbyterian Church (Treasurer, Finance Committee, Missions Committee, Good Samaritan Ministry)
- Good Samaritan Ministry
Mobilizing volunteers and resources from our church toward love and good deeds in the community. Coordinate and collaborate with community organizations with volunteers from church (e.g. Route 1 Day Resource Center, ARC of Howard, DreamBuilders, Baltimore Inner City Missions, etc.)
- Board Member Asian American Health Center of Howard County
- Grants Reviewer: Baltimore Direct Service Grants- Annie E. Casey Foundation
- Volunteer Mentor: Maryland Mentoring Partnership
- USSF Soccer Referee Level 8

Education

Goucher College	Towson, MD	2000-2001
<ul style="list-style-type: none">• Certificate in Nonprofit Management with a Concentration in Development		
Towson University	Towson, MD	1997—1999
<ul style="list-style-type: none">• Pursued degree in History with Minor Political Science		
Essex Community College	Essex, MD	1983—1985
<ul style="list-style-type: none">• Inducted Phi Theta Kappa National Honors Fraternity		

References