

ER

Eric Roberts

Sorority

Junior undergraduate and active member of Kappa Delta Sigma with three years of chapter leadership across recruitment, philanthropy, and finance. Managed a chapter budget of \$84,300 and led a 12-person committee that grew philanthropy donations by 38% year over year. Comfortable running large events, coaching peers, and presenting to advisors and national leadership.

CONTACT INFORMATION



(984) 555-0142



madison.reyes@example.com



Chapel Hill, NC 12345

KEY SKILLS

- Budget management (QuickBooks, Excel)
- Event planning and vendor coordination
- Volunteer and committee leadership
- Public speaking and chapter presentations
- Conflict resolution and peer mediation
- Canva, Notion, Google Workspace, Slack
- Fundraising and sponsorship outreach
- Recruitment and new-member education

PROFESSIONAL EXPERIENCE

VICE PRESIDENT OF FINANCE | KAPPA DELTA SIGMA, BETA CHAPTER, CHAPEL HILL, NC
2023 – PRESENT

- Oversee a \$84,300 annual operating budget across dues, housing, and philanthropy accounts; deliver monthly P&L to chapter and quarterly reports to national leadership.
- Rebuilt the dues collection process using QuickBooks and a shared payment tracker, cutting past-due balances from roughly one-third of members to under 8%.
- Chair a 5-person finance committee; train incoming treasurers each spring on budgeting, reimbursements, and audit prep.
- Partnered with the house corporation board on a kitchen renovation bid, comparing three contractors and negotiating a lower installation quote.

PHILANTHROPY CHAIR | KAPPA DELTA SIGMA, BETA CHAPTER, CHAPEL HILL, NC
2022 – 2023

- Led planning for the annual Ride for Prevent Child Abuse America event; coordinated 140+ participants, 22 sponsor asks, and campus logistics.
- Grew total funds raised from about \$9,000 the prior year to over \$12,400, a 38% increase, by adding a corporate matching push and week-of social campaign.
- Managed a 12-person committee with weekly stand-ups, shared task board in Notion, and clear owner assignments for each event workstream.
- Wrote the post-event recap sent to national headquarters and the Panhellenic advisor.

RECRUITMENT COUNSELOR (RHO GAMMA) | PANHELLENIC COUNCIL, CHAPEL HILL, NC
SUMMER 2023

- Disaffiliated from home chapter to guide a group of 42 potential new members through a week of formal recruitment.
- Held daily check-ins, answered questions about bid day and finances, and helped members make informed ranking decisions.
- Completed 20+ hours of training on values-based recruitment, mental health first aid, and hazing prevention.

EDUCATION

- B.S. in Business Administration, University of North Carolina at Chapel Hill, expected May 2026 |

- Kenan-Flagler Business School, top 10% of class |
- Dean's List, Fall 2023 and Spring 2024 |