



Ximena Campos

Senior Program Manager

Certified Nonprofit Professional with 6 years of experience managing budgets up to \$5.3M across multiple program areas, building mentorship pipelines, and interpreting FLSA and 501(c)(3) compliance requirements. Redesigned intake and case-tracking workflows using Monday.com, raising weekly task completion from 71.2% to 97.61% of targets.

CONTACT INFORMATION



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Elkins, WV 12345

EDUCATION

Bachelor of Arts, Political Science
West Virginia Wesleyan College,
Buckhannon, WV
2016 - 2020

KEY SKILLS

- Budget Forecasting and Variance Analysis
- 501(c)(3) Compliance
- Corrective Action Planning
- QuickBooks
- Monday.com
- FLSA Regulations
- Microsoft Excel
- Policy Interpretation
- Program Evaluation
- Financial Audit Preparation

PROFESSIONAL EXPERIENCE

Senior Program Manager | Tygart Valley Community Alliance, Elkins, WV
2023 - Present

- Managed an annual budget of \$5.3M across 3 program areas, reducing variance between projected and actual spend to \$11,480 per quarter.
- Redesigned intake and case-tracking workflows using Monday.com, raising organizational productivity from 71.2% to 97.61% of weekly task completion targets.
- Drove internal promotions by building a structured mentorship pipeline, increasing the rate of staff promoted from within from 4.2% to 11.7% over 18 months.
- Interpreted FLSA and 501(c)(3) compliance requirements for department leads, resolving 9 open corrective action items within 45 days.

Program Manager | Cheat River Outreach Network, Parsons, WV
2021 - 2023

- Directed a \$2.18M program budget, reconciling monthly financials in QuickBooks and keeping expenditures within 1.3% of board-approved allocations.
- Implemented a corrective action plan that consolidated 4 duplicated reporting processes into 1, saving staff 14 hours per week.
- Coordinated cross-departmental scheduling in Microsoft Excel to increase organizational productivity by 22.5% over 8 months.
- Developed standardized policy interpretation guides for 3 federal regulations, cutting onboarding training time from 12 days to 7 days.

Program Coordinator | Buckhannon Creek Family Services, Buckhannon, WV
2020 - 2021

- Assisted in managing a \$1.44M departmental budget, tracking 137 line items and flagging variances above \$750 for director review.
- Built a staff training calendar covering 14 required courses, raising on-time training completion from 71% to 93% within 12 months.
- Drafted corrective action plans for 5 operational bottlenecks, improving average task turnaround from 6.3 days to 4.1 days.

CERTIFICATIONS

- Certified Nonprofit Professional, Nonprofit Leadership Alliance | 2022