

J. Philip (Phil) Collins

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Summary

A resourceful management professional with a successful track record of experience serving in university advancement/alumni relations, as an entrepreneur, small business owner and military officer.

Professional experience

University of North Georgia – Dahlonega, GA: 2013 – Present

Associate Vice President, Alumni Relations and Annual Giving

Responsible for all aspects of alumni programming and the annual giving campaign for more than 50,000 alumni of the university after consolidating with Gainesville State College. Supervise two Alumni Relations Officers, Coordinator of Annual Giving and Administrative Assistant.

North Georgia College & State University - Dahlonega, GA: 2010 – 2013

Director, Alumni Relations; Executive Director, North Georgia College & State University Alumni Association, Inc.

Reporting to the Vice President, University Advancement, responsible for:

- Developing, managing, and implementing all alumni relations programs in support of the university
- Leading efforts to serve, engage and support alumni while raising the profile of the alumni relations function through creative use of social media, reunions, affinity group formation, special on-campus events and outreach to alumni in other cities in the US and Europe
- Supervising Associate Director, Alumni Relations with responsibility for monthly alumni publications, formation of Student Alumni Association, Young Alumni Board and new programs to increase involvement of young alumni
- Serving as executive director of 3,000 member dues-based university alumni association with responsibilities for day-to-day administration of the association including implementation of its objects, policies and programs.

Claremont-Branan Group, LLC. - Atlanta, GA; 2007 - 2010

Managing Partner, Founder

Total responsibility for all aspects of the business; hands-on project manager providing employment services to private firms and government agencies hiring civil engineers and public infrastructure professionals. The firm operated with three business units:

- **CBG Search** – provided retained and contingency executive search services
- **City Job Boards** – designed and managed strategically-focused job boards
- **CBG Contract Services** – provided marketing assistance to companies pursuing government contracts

CBI Group, Inc. - Stone Mountain, GA; 1983 - 2007

President, Founder

- Developed concept for a highly-specialized nationwide recruiting firm in 1983
- Responsible for business startup including competitive and market research, funding, budgeting, office, furniture and equipment purchase and lease, banking, accounting and legal relationships.
- Authored marketing pieces and contracts; Performed business development activities; client identification, cold calling, presentations, contract negotiations and project management.
- Recognized as leader search services to Engineering News Record's Top 500 Design Firms
- Boosted revenue per employee to \$185,500 on sales of \$1M

Previous Experience

Lockwood Greene Engineers - Atlanta, GA; 1979 - 1983

- Assistant Manager, Personnel & Administration

John H. Harland Company - Atlanta, GA & St. Louis, MO; 1997 - 1979

- Corporate Recruiter; Assistant Plant Manager; Management Trainee

United States Army (Active Duty) - Fort Ord, CA; 1975 - 1977

- Honorable Discharge - 1988
- Captain – Military Intelligence; Analyst Section Leader, Dobbins AFB, GA (Concurrent with civilian employment, **1983 - 1985**)
- Lieutenant - Air Defense Artillery; Platoon Leader, Fort Ord, CA
- Parachutist Badge; Army Commendation Medal

Education

MBA Mercer University, Atlanta, GA - 1983

BBA North Georgia College, Dahlonega, GA - 1975

- President - Sigma Nu Fraternity; President - Freshman Class; Tennis Team

Publications and Articles

Collins, Phil. "The Brain Drain, Baby Boomer Peak and Other National Landmarks...A Recruiter's Perspective" *Water & Wastewater Digest*; Missouri Department of Natural Resources; Spring 2008
<<http://www.dnr.mo.gov/pubs/wwd2008-spring.pdf>>

Collins, J. Philip. "Relocation and Cost of Living Considerations" *Google Knol...a unit of knowledge* November 13, 2008
<<http://knol.google.com/k/j-philip-collins/relocation-and-cost-of-living/1m28kofakoywa/1#>>

Professional Development

Georgia Tech Procurement Assistance Center - 2009

- Introduction to Government Contracting; Marketing to State and Local Governments; Understanding the GSA Schedule Process; Preparing Bids and Proposals; Marketing to the Military

Certificates and Licenses

Private Pilot, Single Engine Land (1987); Instrument Airplane (1990)

Security Clearance: Top Secret, Sensitive Compartmented Information (SCI) - Inactive

Memberships and awards:

Rotary International; Rotary Club of Lanier Forsyth – Membership Chair (elect) 2012-13

Council for Advancement and Support of Education (CASE) – (University membership)

Georgia Education Advancement Council, Inc. (GEAC) – (University membership)

North Georgia College Alumni Association – Life Member

- Distinguished Alumnus Recipient, 1999
- President, Vice President, Secretary, Treasurer; 1987-1994

Other Capabilities:

Software:

- Microsoft Office – Word, Excel, Access, PowerPoint, Publisher, Outlook; Raiser's Edge Database Software; Adobe Professional 7.0; Intuit – QuickBooks Pro; Google – Chrome, Analytics, AdSense, Blogger; Jamit – Job Board Software; EditPlus – HTML editing software