

Michael Mass

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Reliable, resourceful Business Major with a passion for helping others. Dedicated to finding solutions to complete projects within the specified budget and on time. Proficient in leadership & team management strategies.

EXPERIENCE

The Margaret E. Garland & John Jack Murtagh Memorial Fund Corp., Lakewood Ranch, FL — Intern

January 2025 - PRESENT

Assisted in forming the 501(C)(3), coordinating Board of Directors meetings for multiple purposes, including obtaining/maintaining tax-exempt status, coordinating scholarship deadlines, creating Scholarship Essay Themes, reviewing financials/investment opportunities, and documenting Board Meeting Minutes.

PROJECTS

Soles4Souls Eagle Scout Project, Kings Park, NY — Eagle Scout Candidate

August 2020 - February 2021

Fundraising for Project

Coordinated a successful carwash fundraiser, creating job descriptions and time slot allocations. Used SignUp Genius for staff management by timeslot, raising \$1,500 in just eight hours.

Project Management

Developed a 3-month project plan for Soles4Souls to facilitate shoe donations and transport. I organized shoe drives, managed drop-off locations, and coordinated packing and shipping. Designer shoes were auctioned to support families affected by COVID lockdowns. Over 3,000 shoes were collected, raising \$50K to help families across the U.S.

EDUCATION

Bayside College, Lakewood Ranch — Business Major

August 2024 - Present

I am an undergraduate student at Bayside College majoring in Business & Professional Leadership.

SKILLS

Leadership & Mentoring of others.

Essential Project Management skills that are needed for maintaining budget & time constraints.

Problem-solving to help overcome obstacles & achieve goals.

Microsoft Office Suite.

AWARDS

Dean's List, Bayside College 2025

Flag Manufacturer's Association
Scholarship Recipient 2024

Eagle Scout, Boy Scouts of America
2021

Order of the Arrow, National
Honor Society of the Boy Scouts of
America 2020.

The Sharks Swim Team MVP 2020
Breaststroke Events, SYJCC
Commack, NY.

LANGUAGES

American Sign Language