

Michael Mass



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Lakewood Ranch, FL 34211



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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.

SKILLS

Leadership & Team Mentoring.

Project Management (Budgeting, Timelines, & Coordination)

Problem Solving & Obstacle Resolution.

Digital Marketing & Social Media (Facebook, Instagram, Meta Business Suite)

Nonprofit Operations & Tools (Facebook Donate/PayPal Giving Fund, 501 (c)(3) Compliance, Grants, Candid Optimization)

Website & Content Tools (Wix, Canva, Adobe Express)

Software Proficient in: Microsoft Office Suite, Google Workspace, Meta Business Suite

AWARDS

Dean's List, Bayside College 2025-2026

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

EXPERIENCE

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

January 2025 – Present

- Assisted in securing 501(c)(3) tax-exempt status through IRS documentation preparation, compliance coordination, and ongoing regulatory adherence.
- Organized Board of Directors meetings (agendas, scheduling, financial/investment reviews, scholarship planning) and documented minutes to support strategic decision-making with Otter.ai.
- Built social media presence (Facebook/Instagram), achieved Facebook Nonprofit status, integrated Donate button and PayPal Giving Fund for low/no fee donations, and secured \$10,000/month Google Ads Grant to drive awareness and donor growth.
- Enhanced operational efficiency and reduced costs by securing free/discounted premium tools via TechSoup and Goodstack (Wix, Google Workspace, Adobe, Canva, Microsoft); improved grant eligibility via Candid/GoldStar optimization, proactive grant research/submissions, and a new FPEA partnership to expand scholarship access for homeschool graduates.

PROJECTS

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

August 2020 – February 2021

Fundraising Project:

Organized a carwash fundraiser using SignUp Genius to schedule roles and assignments; raised \$1,500 in eight hours.

Project Management:

Managed a 3-month shoe donation project including drives, logistics, designer shoe auctions; collected 3,000+ pairs of shoes & raised \$50,000 for COVID-impacted U.S. families.

EDUCATION

August 2024 – Present

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