

Brandon WilliamsCraig

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PROFESSIONAL EXPERIENCE

Association Building Community (ABCglobal) Inc. 501(c)3

President 2001- 2010

Executive Director 2001-2004

Co-founder 1999

Co-Director, Guardians of Peace project

Past Director and Project Manager, Saving Sounds program

- Direction of an intentional, distributed community dedicated to developing the Process Arts and opening doors for local community initiatives.
- Implementation of the plan and vision of the Council (Board) with strong cooperative leadership
- A clear overview of all projects with a compassionate and dynamic dedication to meeting deadlines
- With the Treasurer, develop and monitor budgets, projections & balances, support for audit, monitor all bank activity, evaluate opportunities, and participate in the creation of all proposals
- Primary liaison with the Council (Board), members, in relationships with major donors, oversight & maintenance of databases, fund raising mailings, initiatives, campaigns and events
- Generating and monitoring publicity content, advertising, production, and distribution
- Membership growth and development
- Purchasing and tracking use of inventory
- Negotiating agreements with umbrella organizations, monitoring project performance, and overseeing maintenance of personnel, financial, and insurance records
- Documenting organizational history and reinforcing institutional memory through auto-critical processes
- Creation of the original Process Arts idea, development, and group facilitation
- Remote location leadership and team direction, whole project responsibility
- Assembling Board of Directors for initial founding and co-creation of articles of incorporation, organizational structure, donors, offices in downtown Oakland and Berkeley CA

- Created and maintained all web design and IT infrastructure, wifi and PC network, email listserves and groups, online presence through Facebook, Twitter, MySpace, Tribe, LiveJournal, WiseEarth, etc.
- Initiated and coordinated relationships with parallel mission organizations/groups: Aikido of Berkeley, Epworth UMC, National Coalition for Dialogue and Deliberation, Nexus For Change
- Deployed by contract to create the position of Executive Director of Aiki Extensions, an international organization coordinating martial arts for peace
- I.T. process development (Remedy[®]) services with Dan Reitan & Assoc. for Wine.com
- Support and development services provided to local group-process professionals
- Seminars and workshops created, delivered, and promoted
- Project planning, facilitation, and presentation services donated to local non-profits: First United Methodist San Leandro, St. Paschal Baylon Church, San Leandro Unified School District, among others
- Ongoing relationships with local businesses and professionals towards cultivating Community in all aspects, developing opportunities of mutual benefit as well as the life and work of each individual
- Accessible leadership with boundaries, innovative and dedicated to co-creativity, and always only human - i.e. ready to delegate and rest

Aiki Extensions Inc. (AE) 501(c)3

AE contracted ABC so that I might create an AE administration and the position of Executive Director 2008

- Direction of an international network dedicated to understanding the martial arts as peace practices and extending the "arts of peace" metaphor
 - beyond the training environment in the form of process arts and
 - into concrete projects to benefit those most vulnerable and in need in African and South America
- Co-creation and implementation of the Strategic Plan and vision of the Board with strong cooperative leadership
- A clear overview of all projects with a compassionate dedication to meeting deadlines
- Develop and monitor budgets, projections & balances, support for audit, monitor all bank activity, evaluate opportunities, and participate in the creation of all proposals
- Oversight & maintenance of databases, support of initiatives, campaigns, and events
- Generating and monitoring publicity content, advertising, production, and distribution
- Member development
- Negotiates agreements with umbrella organizations, monitors project performance, and oversees maintenance of records
- Documenting organizational history and reinforcing institutional memory through auto-critical processes
- Remote location leadership and team direction
- Hiring and/or supervision and training of staff in Berkeley CA and Chicago IL offices

- Created Member Wiki and member-centered technology including universally accessible lists serve
- Coordinated maintenance of all web design and IT infrastructure, wifi and PC network, email listserves and groups, online presence.
- Initiated and coordinated relationships with parallel mission organizations/groups: Harmony In Action Brazil, Awassa (Ethiopia) Youth Campus, Aikido of Berkeley, member dojos

Moving On Center School for Participatory Arts and Research (MOC) 501(c)3

Director of Administration 2000-2003

- International program with worldwide in-house and associate (contract) faculty
- Coordinated all operations under the supervision of Co-directors in Oakland, CA and New York, NY
- Managed all office functions, daily financial tracking (Quickbooks) and coordinating budget development with Treasurer and bookkeeper, student records (Filemaker transition to FileMaker Pro) and recruitment
- All facility I.T. infrastructure and web design, communications, purchasing
- Executive Assistant to Executive Director
- Event planning and coordination
- Liaison to facility and residents council, mediation and dispute facilitation,
- Employee hiring, management, firing process, and all Human Resources functions including payroll and tax reporting, institution insurance, more...

Moving On Center offers a unique interdisciplinary approach to the study of holistic and creative artistic practices, applied to the fields of performance, education, and therapy. The curriculum draws on dance, theater, voice, and a wide variety of somatic disciplines and therapies.

Bank One, TX. / Bonnet Resources

Operations Specialist

- Operations staff
- Chosen to continue as the last remaining employee, reporting to the Assistant Vice President of Operations, after a final position elimination process, to assist with the end of contract shutdown of a real estate marketing and sales organization established by the FDIC within Bank One, Texas
- Coordinated the transfer, processing, and maintenance-for-use of documentation in the Other Real Estate Owned pool through constant reorganizations. Implementation of original and mandated stems innovations.
- High end entry level salary, performance awards and early salary increases.

Greyhound International

- Facilitated central H.R. data system reorganization. Hired and managed two employees to recover and completely restructure filing system for technology upgrade.

Consultant

- Provided logistical and transition consulting for major Dallas, Texas attorney firms, insurance providers, banking and finance organizations, as well as numerous smaller businesses providing printing, book keeping, and information technology services.

REFERENCES

Ed Correia President, Founder, Sagacent Technologies (408) 391-7141
ecorreia@sagacent.com

Richard Page Owner, Conference Recording Service (510) 527-3600
richard@conferencerecording.com

Kayla Feder Founder/Chief Instructor, Aikido of Berkeley (510) 601-9999
kaylasensei@yahoo.com

Odette Lockwood-Stewart Pastor, Epworth U.M.C., Berkeley (510) 524-2921
revodette@lmi.net

Paper or PDF letter available

Huston Smith Thomas J. Watson Professor of Religion and Distinguished Adjunct Professor of Philosophy, Emeritus, Syracuse University; Visiting Professor of Religious Studies, University of California, Berkeley; Professor of Philosophy at M.I.T.

Education

M.A. and Ph.D. – Pacifica Graduate Institute, Mythology Studies & Depth Psychology
B.A. – University of Dallas, Liberal Arts, Theater major

Certifications

- Community Mediation – State of California, Marvin Schwartz J.D.
- Aikido, Martial Art of Peace, 4th degree black belt – Founder of Free Aiki Dojo, Instructor at Aikido of Berkeley
- Community Building Facilitator – Leadership Training, Foundation for Community Encouragement (F.C.E.) – M. Scott Peck M.D.
- Children’s Theater, History of Theater, Musical Theater, Voice, Improvisation as Social Action – Dallas Theater Center

Additional Skills and Qualifications based on duties performed

- Coordinating logistics of training events, seminars and conferences.
- International and National travel
 - National "walkabout" in a hand-converted cargo van, counter-clockwise around the US
 - National Theater tour: 50,000 miles in 234 days, 175 shows performed in rotating repertoire of 2 full length and 2 one act plays - 41 states covered
 - Grand Caymans, Denmark, Greece, France, Austria, England, Germany, most of Italy, several trips into Mexico for work and mission
- Tracking and documenting training course preparation and implementation
- Identification of and communication with trainers and participants in public conferences
- Drafting appeals and invitation letters and other connective correspondence
- Development and analysis of training needs assessments & evaluations
- Preparation of training course proceedings and CEU certificate workshops
- Training for apprentices and volunteers in a highly disciplined setting
- Facilitating domestic training events and workshops
- Project start-up process design and tracking
- Facilitation of annual work plans or team-building sessions
- Training & Facilitation of direct reports and volunteers in creating database of training materials and information, and in creating informational and viral marketing material.
- Modest foreign language proficiency in Spanish, slight background in Latin and Italian
- International work experience in Rome, Italy (University Resident Assistant and food Service Manager) and Frederikshavn, Denmark (free lance photo journalist); Mexico, esp. Monterrey and Michoacán/Erongaricuaró
- Regional Familiarity: most of Texas, especially Dallas and Mason Counties; California, esp. SF Bay Area and Berkeley; Ashland, Oregon; Burlington, Vermont
- US Citizen with valid passport