|  |  |  |  |
| --- | --- | --- | --- |
| WORK EXPERIENCE | | | |
| **The Pittsburgh Foundation** | | | |
| ***Center for Philanthropy Research Coordinator*** | | *Jan. 2021 – Pres.* | |
| * Prepare research in support of Center initiatives, specifically researching nonprofit organizations and fields of interest, while maintaining a library of research reports and one sheets. * Manage and track Center research projects from time of requests until completion of report and subsequent results. * Project Manage the Foundation’s Wish Book project from the ideation phase through the grant application process, webinar, production, and grant cycle. * Provide project management and logistical support for Center for Philanthropy projects and initiatives, including request for proposal grant application processes, Critical Needs Alert, Wish Book, New Philanthropic Leaders, Impact Giving Circles, the Eben Demarest Fund Award, the Sally Kalson Courage in Journalism Award, and outside consulting. * Manage and run Foundation webinars, including registration, content production, Zoom administration, and follow up. * Responsible for supporting all Center for Philanthropy related events in person including event management, scheduling rooms, ordering food, creating name tags, arranging parking, and operating A/V and meeting space technology. * Perform administrative and office support activities for the Center, primarily for the department head and its team. * Resolve administrative problems by analyzing situations, working across teams, and identifying solutions. * Field and/or routing telephone calls and correspondence. * Manage calendars by planning and scheduling meetings, conferences, and travel. * Answer inquiries from donors. * Receive and direct visitors and inquiries. * Assist in the creation and updating of presentations. * Filing, scanning, faxing, mass mailings and electronic mail merges. | | | |
|  | | | |
| ***Center for Philanthropy Research and Administrative Assistant*** | | | *Aug. 2018 – Dec. 2020* |
| * Prepared research in support of Center initiatives, specifically researching nonprofit organizations, while maintaining a library of research reports and one sheets. * Provided project management and logistical support for Center for Philanthropy projects and initiatives, including request for proposal grant application processes, Critical Needs Alert, Wish Book, New Philanthropic Leaders, Impact Giving Circle, and the Sally Kalson Courage in Journalism Award. * Primarily responsible for supporting all Center for Philanthropy related events including event management, scheduling rooms, ordering food, creating name tags, arranging parking, operating AV/meeting space technology. * Fielded and routed telephone calls and correspondence. * Managed calendars by planning and scheduling meetings, conferences and travel. * Answered inquiries from donors. * Served as backup support for Donor Services products: APRs and Wish Book. * Received and directed visitors and inquiries. * Assisted in the creation and updating of presentations. * Filing, scanning, faxing, mass mailings and electronic mail merges. | | | |
|  | | | |
| ***Donor Services Intern*** | *May 2018 – Aug. 2018* | | |
| * Conducted research and prepared reports for donor services officers and donors. * Updated documents for staff, donor services officers and donors. * Assisted in data scrubbing and maintenance in Raiser’s Edge. | | | |
|  | | | |
| **B.F. Jones Memorial Library** | | | |
| ***Public Service Clerk*** | *Aug. 2013 – Aug. 2014, Aug. 2017. – Dec. 2023* | | |
| * Provide customer service to library patrons. * Organize, catalogue and research materials requested by both staff and patrons. * Assist in special events. * Help to promote library functions and programs. | | | |
|  | | | |
| **Carnegie Library of Pittsburgh** | | | |
| ***Development Intern*** | *Jan. 2018 – April 2018* | | |
| * Conducted research related to current and prospective corporate and individual donors, sponsors, grants, and Library initiatives, using a variety of tools and resources. * Drafted letters and reports for appeals and stewardship programs. * Compiled collected data and information into lists and spreadsheets for staff use. | | | |
|  | | | |
| **Job Training for Beaver County** | | | |
| ***Job Placement*** | *July – Aug. 2013, 2014, and 2017* | | |
| * Placed at B.F. Jones Memorial Library at the request of the library director and coordinator. | | | |
|  | | | |
| **Spagnolo’s Shop n Save** | | | |
| ***Bakery Worker*** | *Nov. 2014 – Aug. 2016* | | |
| * Prepared, baked, packaged and stocked goods. * Provided customer service to bakery patrons. | | | |
|  | | | |
| EDUCATION | | | |
| **Point Park University** | | | |
| *Graduate of the class of 2018* | | | |
| * Bachelor of Science in Sports Arts and Entertainment Management. * QGPA: 3.93. * Graduated Summa Cum Laude. * Presidential Scholarship.   + Awarded from Fall of 2014 until Spring 2018.   + Qualifications: High school GPA of at least 3.9 and a SAT score of 1740 or higher. * Dean’s List.   + Achieved each semester at Point Park University from Fall 2014 to Spring 2018.   + Qualifications: Must be taking at least twelve credits, have term quality grade point average (T.Q.P.A.) of 3.50 and no grade less than a “C.” | | | |
|  | | | |
| SKILLS | | | |
| * Strong computer and internet research skills. * Certified Luma Practitioner in Human-Centered Design. * Proficient in Adobe Photoshop, Acrobat and InDesign. * Proficient in Microsoft Office Word, Power Point and Excel. * Excellent writing skills. * Project coordination and management skills. * The ability to work well with all levels of internal management and staff, as well as outside clients and vendors. * Problem solving skills. * Customer service. * Creativity. * Adaptability. * Familiar with Foundant’s GLM software from a Program Officer role. * Familiar with SlideRoom. | | | |
|  | | | |