

IMA STUDENT

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OVERVIEW OF QUALIFICATIONS

5+ years Community experience: oversaw and organized various events to support the community
Coordinator: Organize campaigns to increase donor retention and increase overall yearly donations by 5%
Leadership: led a teams of up to 10 managers to support them to motivate their staff to increase donor retention
Languages: English and Spanish (fluent), French (conversational)
Computer Office Software: Microsoft Office (Word, Excel, PowerPoint and Outlook)

EDUCATION

Bachelor of Arts in Urban and Community Studies June 2019
CUNY School of Labor and Urban Studies, New York, NY

- Concentration in Community Studies

PROFESSIONAL EXPERIENCE

Community Coordinator May 2014 – Present
New York Cares, New York, NY

- Collaborate with partners to develop presentations to recruit volunteers for the annual awareness campaign
- Oversee the collection of pledges and sustain an excellent relationship with donors to maintain yearly donations

Fundraiser Coordinator May 2014 – May 2019
United Way of New York City, New York, NY

- Coordinate large scale events to develop a positive relationship with donors and encourage yearly gifts
- Manage the team budget to provide financial reports that will support the request for funding
- Cultivates and fosters relationships with a diverse population of donors, volunteers and community leaders

COMMUNITY ENGAGEMENT PROJECTS

Special Programs Assistant March – May 2019
NYC Tenants Council Inc, New York, NY

- Assist the special programs facilitator to offer support to participants during tenant and civic education workshops
- Create a short survey to share with the community to better understand their needs around

OTHER WORK EXPERIENCE

Administrative Assistant July 2012 – August 2017
American Red Cross, New York, NY

- Coordinated weekly meetings to support the head of departments to schedule organization to support