

JONATHAN MCKINLEY

PO Box 3323 Seattle, WA 98114 | 206-519-0544 | jonathan.mckinley@gmail.com

KEY DIMENSIONS: Customer Advocacy, Judgment/Decision Making, Teamwork, Excellent Communication Skills, Flexibility, Multi-tasking, Attention to Detail, Planning/Organizing, & Interpersonal/Influencing Skills, Strong communication, negotiating, and decision-making skills

PROFICIENCIES: Salesforce, Microsoft Dynamics, Microsoft Office Suite, Microsoft Outlook, Windows 7/8/10, Google Office Suite, Data Entry, Adobe Acrobat, Databases and Archives, eCommerce (Amazon, eBay & Facebook Marketplace), Evernote, Mail Chimp, Slack, Front, Zoom Meeting, PayPal, Web-Ex, Go-to-Meeting, & QuickBooks

Cartus, Inc.

Redmond, WA

Project Coordinator / Relocation Specialist

February 2019 - Present

- The International Assignment Consultant serves as the "navigator" of the relocation process for his/her international and domestic assignees. Responsibilities include, but are not limited to, administering relocation policy/program for the subsidiary, rotation, and assignments; counseling on the best utilization of resources (i.e., language and cross-cultural); coordinating the shipment of household goods, destination services, and expense management.
- Maintain an assigned caseload while providing a single point of coordination for all phases of domestic and international relocation activities on behalf of the Client as outlined in the contractual agreement.
- Demonstrate knowledge of Cartus products and services in all interactions; Deliver Cartus products and services to assigned customers according to Cartus and Client standards, programs, and policies.
- Maintain and enhance relationships with internal Cartus departments and external suppliers.
- Manage and maintain data within Cartus systems to adhere to Cartus and Client audit requirements.
- Identify areas of improvement; relating to services, processes, and policies;
- Recognize, identify, and promote opportunities to generate increased revenue.
- Participate in special projects as needed.

JMA Group, LLC

Seattle, WA

Project Coordinator

January 2005 – February 2019

- Data analysis within the research, development, and marketing phases of JMA Group, LLC's Client's fundraising projects, ultimately recognizing and resolving problems as required.
- Applied technical acumen and industry expertise in designing/managing websites of JMA Group clients to improve content, functionality, and user experience.
- Provided data analysis, technical assistance, and outreach services for the JMA Group's Principal Consultant conducting the City of Seattle Human Services Department's federally mandated 2014 Needs Assessment for Seattle Head Start, Early Head Start, and Step Ahead Programs.
- Identified current conditions, needs, and systems supports needed for Seattle families' healthy growth, and development kept files from multiple ongoing JMA Group LLC's projects organized and available to stakeholders
- As a Data Manager and Media Specialist subcontractor with Johnnie McKinley Associates and on the Seattle/King County Public Health Lead Awareness in Historically Underserved Communities Project, I conducted complex frequency analyses and managed the creation of data displays.
- I collated and analyzed massive amounts of raw project data, which I presented to key stakeholders in the form of reports and live presentations.

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Measured Progress, Inc.
Dover, NH
Human Resources Specialist
July 2016 - August 2018

- With the National Bias and Sensitivity (BAS) Facilitator for Measured Progress, Inc implemented communications plans for national BAS review panelists, including setting up social media accounts; and corresponding on Facebook, Craigslist, and LinkedIn.
- Communicated regularly via phone calls, texts, and emails to 63 prospective and 20 current Measured Progress, Inc National Bias & Sensitivity Review Panelists.
- Facilitated Measured Progress, Inc's Selection Team activities by maintaining Application Rubrics databases of prospective Bias and Sensitivity Review Panelists' demographics Developed and managed Measured Progress, Inc's online survey templates and compiled and maintained databases and data calculations.
- Ensured Measured Progress, Inc's Bias and Sensitivity Review Panelists and Co-Facilitators could utilize WebEx conferencing and access multiple content booklets and feedback forms for virtual meetings.
- Worked closely with the National Bias and Sensitivity (BAS) Facilitator for Measured Progress, Inc. to make substantial contributions by improving data accuracy and validation through a highly operative online data collection process

Global Human Services
Seattle, WA
Community Outreach & Fundraising Specialist
October 2016 - December 2017

- Delivered progress reports to the Global Human Services board on its international Global Giving 2017 Challenge Accelerator campaign
- Managed a communications plan for Global Human Services' Global Giving crowdfunding campaign that encompassed driving donations on targeted giving days, updating the Global Human Services' website, and setting up and managing an online dashboard.
- Managed publicity for Global Human Services' 2017 Global Giving Challenge Accelerator campaign, including posting weekly emails to Board Directors' contacts and daily Facebook posts on project details and ways to donate.
- Facilitated Global Human Services' leadership in developing an integrated mission, capabilities and business posture to support international fundraising activities

Beacon Hill Hub
Seattle, WA
Community Outreach Specialist
December 2016 - June 2017

- Co-facilitated three unique community outreach and planning events - charrettes - to solicit input and feedback on the final programming and design of the Beacon Hill Hub multipurpose community center.
- Solicited residents' participation in activities, explained purposes and benefits of organizations' community activities and mobilized residents to commit to future events that met their needs.
- As community liaison, publicized the project; secured community involvement; recruited, supervised, and mobilized community volunteers; and partnered with service providers in support of the launch of Beacon Hill Hub community center.
- Designed and implemented community outreach and gathered residents' input at local community events; ensured the inclusion of seniors, people with disabilities, and limited English speakers.
- Explained the benefits of the project to community stakeholders while ensuring they remained committed to the Beacon Hill Hub project idea and to provide volunteers.
- Managed multilingual presentations for the Beacon Hill Hub Steering Committee to like-purposed service partners and potential clients.
- Publicized Beacon Hill Hubs development through online & social media networks, web postings, and strategically placed multilingual flyers