

## **QUALIFICATIONS SUMMARY**

Associate Director of Database Operations with extensive experience using Blackbaud's Raiser's Edge, Online Express, and Raiser's Edge NXT, with some experience with Blackbaud's K-12 products, EverTrue's Alumni App, and GraduWay.

## **EDUCATION**

### **University of Connecticut**

- Bachelor of Science in Chemical Engineering, May 2014
- Dean's list, Spring 2008

## **WORK EXPERIENCE**

### **THE FREDERICK GUNN SCHOOL – Secondary Private Boarding School in Washington, CT**

#### **Associate Director of Database Operations**

December 2019 to present

- Perform all tasks associated with previous position and added following responsibilities
- Perform global updates and created new policies to align functionality with the new online version of Raiser's Edge NXT
- Maintain Raiser's Edge integration with Financial Edge, ensuring all data transferred between the two systems is accurate
- Researched and implemented new tool allowing fundraisers to be more autonomous in their duties with real-time reports from the database

#### **Gifts Recorder, Database Assistant**

January 2018 to December 2019

- Perform all tasks associated with previous position and added following responsibilities
- Developed and streamlined new gift acknowledgement process, using excel formulas to quickly identify donor acknowledgment level and expedite appropriate acknowledgment
- Perform yearly data imports of new records and update large amounts of data on current records as needed
- Co-manage summer projects for office interns

#### **Gifts Recorder, Administrative Assistant**

October 2015 to December 2017

- Process all incoming gifts and pledges, including credit cards, recurring payments, stock gifts, and matching gifts
- Expedite formal gift receipts, including physical and digital receipts
- Maintain accuracy of primary database and insure consistency with two secondary databases, utilizing VBA macros to expedite data merges
- Create complex queries and exports for use in appeals, invites, and reports
- Utilize Blackbaud's Online Express to process gifts, event registrations, and send marketing and newsletter emails

#### **Admissions Office Assistant & Reception Clerk**

Summer of 2013, 2014, 2015

### **DRS TECHNOLOGIES – Danbury, CT**

#### **Stock Room Associate**

July 2012 to January 2013

- Completed project to verify accuracy of electronic components stock count in database
- Pulled inventory for use in ongoing jobs utilizing Kardex Remstar's Power Pick software
- Assisted in project to increase efficiency when pulling parts

## **SOFTWARE EXPERIENCE**

- Blackbaud Raiser's Edge, Blackbaud Online Express, Blackbaud K-12, Blackbaud Financial Edge, EverTrue, Microsoft Office, Google Drive
- Blackbaud Certified in The Raiser's Edge