

Database Manager Database Manager Database Manager Miramar, FL oriented, self-confident individual with exceptional success establishing genuine rapport with my clients and co-workers. Highly motivated, disciplined and result driven. I am known for being a fast learner and a great resource within my peers. Work Experience Database Manager PNP Staffing Group - Manhattan, NY July 2018 to January 2019 GLSEN Maintain impeccable donor records in Raiser's Edge by entering gift data, actions, and copies of correspondence Keep donor records up to date by cleaning data, de-duping accounts, and updating assignments and attributes Generate regular revenue and donor reports in addition to as needed custom reports Produce timely, personalized acknowledgement letters for all gifts Database Manager National Urban League January 2018 to June 2018 Support direct mail efforts by importing appeals, exporting mail lists, tracking results, coordinating vendor relationships, and proofing all copies. Jan 2018 - June 2018 National Urban League Responsible for the collection of data managed by Partnership and Advancement to various platforms, reports, dashboards, etc. Collaborates with internal teams to ensure reporting requirements are met. Assists in process reporting goals. Managed grant proposal prospect, reporting and assisted in renewal pipeline. Membership Associate Perez Art Museum Miami - Miami, FL November 2013 to May 2016 Manage Membership card processing including reviewing, editing all current membership records, preparing multiple excel files for membership cards to be printed. Work with Development to process all major gifts thru Altru. Hard and soft crediting all donors. Trained other departments on how to use current Database. Made dept. more efficient using online tools allowing for membership renewals, new membership using e-blast with MailChimp, requiring HTML knowledge. Assist all departments in questions regarding Altru queries, revenue, membership, and event registrations. Complete public name recognition list for the donors donating at a Friend level and above annually. Maintenance of Altru database including pulling list, creating reports, helping with cleanup projects and any other duties as they arise. Database Administrator Best Buddies International - Miami, FL September 2007 to July 2013 Supervise and delegate importing/exporting thru our two databases currently used with the organization. (Blackbaud Sphere recently Kintera, Blackbauds Raisers Edge) Create online registration forms

for participant and donor event soliciting, worked with systems CMS to house files, pdfs, and images. Created ad-hoc queries to pull information directly needed for an event or for a mailing using query methods for database. Facilitate in making the databases consistent, clean, up to date, and correlate with each other. Worked with staff on creating e-Mail blast using HTML (over the phone assistance) across the nation to all our donors and affiliates. Worked with management on all major tasks relating to database issues/projects. Made sure all information being imported into our database was according to Best Buddies Guidelines. Education A.A. in Networking Services Technology Dade College - Miami, FL May 2004 to July 2007 Coral Gables Senior High - Coral Gables, FL September 1995 to June 1999

Name: Ariel Hill

Email: iobrien@example.org

Phone: 489.312.1098x52898