

Database and Development Operations Coordinator Database and Development Operations Coordinator Database and Development Operations Coordinator Silver Spring, MD Work Experience Database and Development Operations Coordinator CHILDREN'S INN AT NIH - Bethesda, MD 2011 to 2012 Managed Raiser's Edge, the CRM and fundraising database. Added, updated, and categorized donors and important contacts. Composed acknowledgement letters and emails. AUDUBON NATURALIST SOCIETY Chevy Chase, MD 2009 to 2011 Managed membership program via Raiser's Edge. Generated lists for fundraising campaigns and edited the appeal letter. Database Administrator THE ALS ASSOCIATION - Rockville, MD 2007 to 2009 Exported mailing lists for 5 direct mail appeals, monthly patient mailings, and special events. Wrote and edited content for a new Chapter Web site. Education BS in Geology Colgate University MS in Geological Sciences University of Texas at Austin - Austin, TX Professional Communications Westminster University - Salt Lake City, UT

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