

Development Operations Steward Development Operations Steward New York, NY I am a detail-oriented and creative team player. I am also a quick learner and excited to take on large database clean-up projects. I am looking for roles where I can assist in strengthening the accuracy and efficiency of a database so as to improve an organization's relationship with their constituents. I would also like to expand my knowledge of customer relationship management.

Work Experience

Development Operations Steward Union for Reform Judaism - New York, NY April 2018 to Present

SALESFORCE and RAISER'S EDGE DATABASES: Salesforce Database Development

Raiser's Edge Database Administration Salesforce Reporting Daily Gift Entry and Creating Gift Entry Process Salesforce Database Clean-up and De-duplication Effectively and Accurately run Analytical Reports and Apsona for Salesforce Reporting Queries Configuration: Apsona for Salesforce Document Database clean-up and de-duplication Develop and Enforce Universal Entry Process as well as PCI Compliance Execution: Apsona for Salesforce Document Generation

Migration from Raiser's Edge to Salesforce Event Management via Database Apsona for Salesforce Batch Gift Entry Financial Reconciliation Process and Up-Keep Donor Acknowledgements through Raiser's Edge

GENERAL: Event Management via Database

Develop and Enforce Universal Entry Process as well as PCI Compliance Financial Reconciliation Process and Up-Keep Jira Project Management Trello, Microsoft Teams, Microsoft Sharepoint

Microsoft Word Mail Merge and Coding Proficiency in Microsoft Excel Donor Acknowledgements and Tributes Database Administrator Planned Parenthood of Central and Western New York - Rochester, NY December 2017 to March 2018

RAISER'S EDGE DATABASE: Raiser's Edge Database Administration Daily Gift Entry and Creating Gift Entry Process Effectively and Accurately run Analytical Reports and Database clean-up and de-duplication Develop and Enforce Universal Entry Process as well as PCI Compliance Event Management via Database

Financial Reconciliation Process and Up-Keep Donor Acknowledgements through Raiser's Edge

GENERAL: Event Management via Database Develop and Enforce Universal Entry Process as well as PCI Compliance Financial Reconciliation Process and Up-Keep Microsoft Word Mail Merge and Coding Proficiency in Microsoft Excel Donor Acknowledgements and Tributes See

less Prep and Line Cook Genessee Brewery - Rochester, NY December 2016 to December 2017
Ran cold and hot sides of line. Assisted in prep cooking as well. Kitchen Manager The Daily
Refresher - Rochester, NY June 2014 to December 2016 Inventory and orders each week for bar,
kitchen, and food truck. Organized prep and transportation for events. Food costing. Created
specials for summer menu. I manage a staff of 3-5 people. Intern Downstairs Cabaret Theatre -
Rochester, NY March 2015 to December 2015 I assisted with some artistic aspects of the theater. I
was responsible for maintaining a relationship with donors, maintaining donor database, organizing
proof of donations made by the theater and revamping their filing system. Drama Specialist
Children's Center of Brighton - Rochester, NY September 2014 to June 2015 Each week I create
one half hour lesson plan per group of children ranging in ages 2 - 5. My program is heavily based
on ideas of devising theater and dramatic play. Intern Center for African Cultural Excellence -
Kampala February 2014 to August 2014 I have been helping actors to write memoirs from their
experience with the Flash Theater Project. I worked on the Writivism Festival directly in Kampala for
June '14. Education Bachelor's in Fine Arts - Dramaturgy Carnegie Mellon University - Pittsburgh,
PA August 2010 to August 2014 Kiswahili Institute 2013 United States International School -
Nairobi, KE 2013 Skills Scheduling, Excel, Receptionist, Excel (3 years), Microsoft Outlook (3
years), Raiser's Edge (3 years), Salesforce (1 year), Sharepoint (1 year), JIRA (1 year)

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