

Advancement Database Coordinator Advancement Database Coordinator Los Angeles, CA
Authorized to work in the US for any employer Work Experience Advancement Database
Coordinator The Webb Schools - Claremont, CA February 2019 to Present Supervise input/output
of Raiser's Edge database of more than 10k constituents by establishing data integrity protocols,
quality assurance processes, documentation, and training. Oversee entry, processing, and
acknowledgement of high gift volume, totalling over \$2M per quarter. Complex query and report
creation that includes revenue progress and fundraising goals reporting on weekly, monthly, and
quarterly basis. Ensure accounting reconciliation with Finance department between gift entry and
gift sources during monthly and yearly audits. Collaborate with a team of eight gift officers to
standardize prospect management policies, procedures, and reports. Renewable Energy Data
Specialist HCG - Northampton, MA September 2018 to February 2019 Manage energy credit
portfolio of over 1,600 clients; as well as energy credit sales of more than \$1.2m per quarter. 10%
portfolio increase within first quarter of hire through redesign of CRM processes and customer
support strategies. Expert and creative conflict resolution to complex client issues that promote
program growth and client satisfaction. Report and review regulatory documentation for state
submittal; generate ad hoc reports to suit program needs. Data Coordinator Cal State LA - Los
Angeles, CA December 2016 to August 2017 In charge of data entry, management, analysis, and
admissions report creation using Excel and PeopleSoft. Ensure data integrity through the creation,
revision, and implementation of data criteria and protocols. Coordinate recurring maintenance
processes between applications, mass communications, and database systems. Financial Aid
Processor Cal Poly Pomona - Pomona, CA March 2016 to December 2016 First point of contact for
students and their advocates regarding financial aid matters. Ensure the completion and accuracy
of FAFSA records university-wide and maintain data integrity across multiple database systems
(PeopleSoft, WebGrants, National Student Loan Data System). Manage student workers and the
proper administration and execution of CRMs: PeopleSoft and OnBase. Database & Scholarship
Administrator Bright Prospect - Pomona, CA August 2014 to March 2016 Direct scholarship
outreach, application, and distribution process to allocate over \$600k from varying grant sources to

over 200 first-generation college students. Lead financial aid literacy trainings and workshops for staff, students, families, and partner organizations. Manage two major databases of over 2,000 students and alumni; redesigned database systems according to program needs; generate reports and success metrics for grant and communications publishing; create ad hoc program reports.

Administrative & Outreach Coordinator Whole Children - Hadley, MA January 2013 to August 2014

Website, client, and donation database maintenance; confidential administrative activities in support of over 300 children and adults with special needs. Prepare routine mass marketing campaigns using data-informed communication strategies. Administer client accounts including collection of payments and donations; maintain QuickBooks providing regular reporting to board members and supervisors; AR/AP processing, petty cash handling.

Manager GoBerry - Northampton, MA May 2011 to January 2013 Increase sales by identifying KPIs, tracking, and communicating success metrics. Manage over 25 staff across multiple stores, including shift scheduling, interviewing, training and on-boarding new hires, and officiating weekly staff meetings. Generate sales strategies via revenue and cost-analysis reporting collaboratively with owners.

Education Bachelor's in Psychology, Philosophy Smith College - Northampton, MA Skills Microsoft Office, Google Suite, Database Management, Public Speaking, Data Analysis, Spanish Fluency (10+ years)

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