

Job Seeker Lafayette, IN Work Experience Focus Forward Fellowship May 2017 to Present

Facilitate execution of on-site activities for various annual events: residential portion of Focus Forward Fellowship, MFRI strategic planning meeting, annual advisory council meeting, Battlemind to Home Summit, etc. Document program accountability and effectiveness by recording project activities and lessons learned, participate actively in the design and execution of program evaluation activities, track program expenses, and prepare reports. Actively participate in design of evidence-informed webinars, workshops, toolkits and other resources.

- x x Build new and manage existing stakeholder relationships in education and employment communities to promote personal and professional development for veterans and military families at the state, regional and national level.
- x Represent MFRI and Purdue University in meetings with diverse corporate partners and other interactions with constituents including higher education and workforce development professionals, government officials, community-based groups, and other stakeholders as needed to disseminate best practices and move project goals forward.
- Write and/or edit informational and promotional materials, i.e., the department website, for use in outreach activities.
- Utilize customer relations management (CRM) software such as Salesforce, Marketing Cloud, Qualtrics and Hootsuite to schedule email and social media content releases.

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management ideas for MFRI, Purdue's Giant Leaps campaign and the Purdue Ideas Festival x
Perform office management duties independently, including managing necessary administrative
paperwork; maintaining records and complex paper and computerized filing systems to support the
department (i.e. fiscal, personnel, and student records) Received 'Staff Kudos' recognition in
November 2018 for work on Focus Forward Fellowship crowdsourcing and marketing materials
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Counseled, advised, and supported bRarG PePbers as tKey GeterPiQeG QeZ PePber beQelits aQG lisFal struFture (PplRyee RI tKe 0RQtK - April 201 &reateG Gaily lessRQ plaQs reJarGiQJ Zater salety aQG GePRQstrateG reFreatiRQal lessRQs tR all aJes x 6uperviseG 250 FaPpers Gaily IrRP suQrise tR suQset RoFKester &ity 3ool Office Supervisor/Head Lifeguard, Marketing Intern Rochester, IN May 200 - Aug 201)ulton County CKamber of Commerce Marketing and &ommXnLFatLon, ntern ront 'esN Agent Hampton Inn 2013 to 2013 eFXtLYe +oXseNeeSLng West /alayette IN Education Associate in External Relations Student Worker and Intern The Military Family Research Institute Skills BRAND MANAGEMENT, EXCEL, MICROSOFT OFFICE, OUTLOOK, POWERPOINT, WORD Additional Information COMPUTER SKILLS Programs: Microsoft Office Suite (Word, Excel, PowerPoint, 3ublisKer and Outlook), AGRbe &reative &IRuG 4ualtriFs CXstomer 5elations 0anagement C50 S\stems: 6alesIRrFe 6alesIRrFe 0arNetiQJ &IRuG Delivra 2pera 2Q4 Social 0eGia anG: eEsite 'eYeloSment 7ools: +RRtsuite sFKeGuliQJ sRIItZare WRrG3ress Zeb GevelRpPeQt tRRIs Bitly Purdue Communications Council, Brand Management Ambassador National Society of Minorities in Hospitality, Member Psi Iota ;i, 9oOXnteer 6FKoOarsKLS (Yent &oordLnator Marck Madness)inal)our, MarNetLng 7eam DoZntoZn Indy Inc., 6XSer 6erYLF 7raLnLng)ulton County H

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