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Amanda M. Burg

Experience

2007-2011 Chesapeake Bay Foundation Annapolis, MD

Outreach Database Analyst

- Carried out data entry, collection, analysis, and integration using Excel, Access, The Raiser's Edge database, and Blackbaud NetCommunity web platform.
- Provided administrative support to Web Services and Community Building Team.
- Managed data flow between NetCommunity and RE via transaction processing in the NetCommunity plug-in in RE.
- Worked with Database Manager to maintain database integrity and organize database "clean up" in compliance with the SOP.
- Contact and RE liaison for Annapolis, Virginia and Pennsylvania outreach, restoration, communications offices.
- Troubleshoot new database import tool (Import-O-Matic) and trained current staff on use.
- Assisted Outreach Team with data collect via queries and BBNC surveys for e-communications and postal mail communications.
- Trained new office volunteers and temporary office staff in use of The Raiser's Edge database and BBNC web platform, as well as compliance with data standards.
- Took on e-mail stats reporting and website analytics in 2010 and revamped reporting and presentation for staff and managers.
- Compiled, analyzed and reported on website statistics using Google Analytics; Including weekly homepage reporting and bi-monthly website reporting.

2007 Today's Staffing Annapolis, MD

Temporary Office Employee

- Performed general administrative duties such as filing, data entry, faxing, supply orders and contacting clients/customers by phone, e-mail and postal mail.

Education

2009 University of MD, University College

- B.S., Legal Studies
- Minor: English

2003-2006 West Virginia University

- English: Professional Writing & Editing

Summary of Qualifications

Proficient in Microsoft Office Suite. The Raiser's Edge. Blackbaud NetCommunity. Omatic Software. Convio. Experience in database training.