

BASHA REI GITNES

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Objective

Young professional with previous personal assistant experience offering flawless background as well as references. Seeking a position where I can continue to work with a top executive and apply my skills, knowledge, and experience for the development of my professional career in addition to the CEO.

Work Experience

Junior Achievement | Intern

Feb. 2013-Present

Event Coordination

- Assist regional director in planning and executing fundraising and community events, coordinating event logistics, coordinate print and electronic mailings, as well as additional projects related to event planning and production

Database Management

- Take leadership in keeping the organizations contact database current utilizing raisers edge software. This includes updating records, removing records, and entering data for new volunteers and donors.

Nonprofit Development

- Implement junior achievement programs, promote the mission of the organization in my work, and strategize on volunteer and resource development.

Boys and Girls Club of Portland | Program Assistant

June 2012-Sept 2012

Program Development

- Develop and implemented programs and activities into the "Computer Clubhouse", while meeting the needs of both members and Boys and Girls Clubs of America Guidelines.

Mentorship

- Mentored a small group of children ages 6-12, conducting weekly one-on-one meetings with each individual child and assess their behavioral progress.

Sheri Stooksberry | Personal Assistant/Nanny

June 2011-Present

Life Management Tasks

- Assist with a variety of daily tasks, manage daily schedule, administrative tasks and errands, and handle telephone and email communication as needed.

Child Care

- Care for six-year-old twins, arrange daily activities, and transport to different appointments/sporting events.

Off The Top Salon | Salon Receptionist

April 2007-Sept 2009

Salon Organization

- Scheduling guest services, greet guests, educate guests on services, informing salon professionals of their daily schedules, and offer cross-services and product recommendations.

Education

University of Oregon, College of Arts & Sciences | June 2013

Bachelors of Science in Sociology, Minor in Political Science

Member of Alpha Phi International Fraternity | Assistant scholarship chair

Skills

Knowledge of: Microsoft Office Programs (i.e. Word, PowerPoint, Publisher, Excel), Raiser Edge Database software, and grant proposal drafting/writing experience. Can work with MAC and PC operating systems.