Pooja Patel

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|  | **School Relationship Manager Profile** |  |
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Accomplished and detail-oriented professional with wealth of knowledge and experience in managing sponsorship accounts, recruiting new schools/coordinators, and creating interactive lessons for students. Adept at designing and implementing professional development courses for teachers. Demonstrated success in building relationships with schools, students, and sponsors. Fluent in English, Hindi, and Gujarati. Proficient in the use of Microsoft Word, Excel, and Power Point.

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| * Training & Development * Building Relationship * Student Engagement | * Record Maintenance * Strategic Planning & Analysis * Curriculum Development | * Teamwork * Fundraising * Problem Resolution |

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|  | **Career Experience** |  |
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**K-12 Schools Implementation Manager**, EVERFI, Remote, NJ 2/2020 to Present

Deliver professional development training for teachers and implement new courses for classrooms via telephone calls, webinars, and school visits throughout the year. Develop, maintain, and record activity over 500 partners using the Salesforce. Manage account and foster prosperous relationships between schools, students, and sponsors, while creating high-impact presentations with schools/partners.

* Drove significant improvement in implementation rates through proper planning and execution of events with partners, such as the NFL, NHL, Mass Mutual, ShopRite, and local banks in the region.
* Achieved retention and renewal rate of 110% (how did you achieve this)
* Organized webinars by partnering with NYCDOE and NJDOE.
* Are there any key contributions we can add here?

**Student Series Fundraising Outreach Lead**, The Leukemia & Lymphoma Society, Location 4/2017 to 1/2019

Contributed efforts for rolling out various school and STEM based fundraising programs by recruiting schools and coordinators. Strengthened robust relationships with new schools via telephone and email. Delivered active functional support to streamline wide range of operations related to staff presentations for schools, department events, and hosting assemblies.

* Coached and trained volunteers for career development.
* Increased fundraising opportunities by building relationships with schools across the assigned territory.
* Would you be kind enough to share any key achievement for this role?

**Assistant Teacher**, John Kenney Child Care Center, Location 10/2016 to 5/2017

I need more information about your day-to-day responsibilities at your current [position would be helpful to create a winning resume.

* Have you performed any responsibilities above and beyond your job description?

**Assistant Teacher**, Edgar Child Care Center, Location 11/2014 to 12/2015

I would like a little more information about your day-to-day responsibilities and achievements.

* For your role, can you provide the contributions you were responsible for?

*Additional Experience as Technical Recruiter for Work bridge Associates*

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|  | **Education** |  |
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**Bachelors in Arts and Sciences, Psychology**

Rutgers University School of Arts and Science