

# Marissa Manderfield

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## SUMMARY

Curry College graduated student with experience in fundraising and development, seeking position as an administrative assistant. Outgoing and hard working professional with interest in non profit organizations.

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## EDUCATION

**Curry College**, Milton, MA  
Bachelor of Arts Degree Psychology, May 2013  
Minor: English

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## EXPERIENCE

**ALS Foundation**, Norwood, MA January 2013 -  
April 2013

*Development Intern*

- Processed donor gifts by entering amount, donor information and date into database using Donor Pro.
- Created and mailed thank you notes to donors using standard template.
- Contacted volunteers to recruit them to participate in upcoming events.
- Proofread solicitation letters to check for errors.
- Called potential donors to confirm receipt of solicitation letter or to recruit to attend upcoming events.

**Lombardos**, Randolph, MA January 2013 -  
April 2013

*Corporate Sales Intern*

- *Support the corporate sales manager in organizing and running events.*
- *Created banquet even orders using Event Pro Planner.*
- *Conducted tours of the banquet to prospective customers including brides, companies and families.*
- *Attended events to ensure they ran smoothly.*

**Starlight Mid-Atlantic Chapter**, Washington, DC May  
2011 - August 2011

*Events and Planning Intern*

- Observed event planning and fundraising meetings between the development team
- Assisted with planning small and large events for children in the hospital or families.
- Wrote and contributed content for the monthly newsletter

**Georgetown University Hospital**, Washington, DC May 2008  
- August 2008

*Child Life Intern*

- Created events with the child life specialist including carnivals and arts and crafts activities to entertain children and to relieve parents for a few hours.
  - Assisted in organizing events outside hospital including park walks to help families assimilate to being out of the hospital.
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