

DANIELLE ANDERSON

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EDUCATION **Northwestern University**, Evanston, IL
Bachelors of Arts: Economics Minor: Business Institutions
Graduation Date: June 2012
G.P.A.: 3.01/4.0
Coursework Included: Theories of Financial Investing, Accounting, Corporate Finance

EXPERIENCE

10/31-Present **Millennium Strategies** Caldwell, NJ
Research Intern

- Identify corporate, state, and federal grant opportunities for non-profits and NJ/PA municipalities and verify grants and clients meet specifications
- Present grant managers attractive grants and broaden the knowledge of grants to clients who require funding to sustain themselves
- Advocate on behalf of municipalities regarding important issues that face their communities, remaining flexible in portray the foundations' nature and background to determine the appropriate framing

03/13-07/13 **Liberty Industries**
Washington, DC
Office Manager/ Intern

- Drafted and implemented updates to SOP to improve communication with clients and foster trust through primarily online correspondence
- Researched platforms to market villa which contributed to booking rates increasing four times from years past
- Directed subcontractors and handled their payment schedules which included being in-between during a profitable property refinance
- Fundraised over \$3000 using Liberty Industries network toward philanthropic bus tour
- Developed project management skills by preparing an anti-violence bus tour from DC and collaborating with leaders in different Midwestern cities

Spring Break 2012 **Alternative Investment Management**
New York, NY
NEXT Extern

- Shadowed fund-to-fund manager during meetings with private equity, and hedge fund investors

01/12- 06/12 **YWCA Evanston/North Shore** Evanston, IL
Development Intern

- Arranged new system to managed new and existing contribution accounts
- Verified donor contribution electronic ledger with incoming payments
- Maintained positive community relationships by generating and mailing do nation recognition letters
- Contributed to planning and fundraising for major 5k event which raised \$100k

06/11-08/11 **New Trier Partners** Lincolnwood, IL
Intern

- Analyzed market needs and client needs and framed property to attract suitable franchises
- Shadowed property manager establishing rapport with tenants, inspecting property and maintaining upkeep
- Determined potential clients and initiated in-person discussions to market property for best outcome

ACTIVITIES	Secretary , Minorities in Pursuit of Law, March 2011- June 2012 <ul style="list-style-type: none"> Recorded and distributed the minutes of Executive Board meetings to the Executive Board and make them available to General Membership and other campus members Responsible for the creation of the Pursuit newsletter Helped organize and reserve space for organization events
VOLUNTEERING	NY Cares Day , <i>October 2013</i> , Howard Area Community Center, <i>February 2010- June 2010</i> Philharmonia Orchestra, violinist (2008-2012) Northwestern Women's Club Soccer Team, member (2010-2012)
COMPUTER SKILLS	Proficient with Microsoft Word, Excel, Outlook, PowerPoint, and STATA