

Cella Chung Stowitts

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EDUCATION

UNIVERSITY OF CALIFORNIA, SAN DIEGO

Class of June 2016

Critical Gender Studies and Ethnic Studies Double Major, special honors

WORK EXPERIENCE

South Puget Sound Community College

Office Assistant 3

[2019 - 2020]

South Puget Sound Community College's mission is to support student success in postsecondary academic transfer and workforce education that responds to the needs of the South Sound region. SPSCC was named a top 50 community college by College Choice and has been listed several times as one of the nation's 150 best community colleges by the Aspen Institute College Excellence Program.

- Worked within the President's Office Suite and reported directly to the Director of Finance and Scholarships while maintaining a high level of discretion and professionalism.
- Provided adaptable, rapid, solutions-oriented executive-level support for the SPSCC Foundation Executive Director, Development Director, and Director of Finance and Scholarships.
- Coordinated directly with executive administrators and department leads in cross-departmental logistics and planning efforts to execute the SPSCC Foundation transition off-campus into the Dr. Angela Bowen Center. Complex logistics successfully coordinated in only 16% of the original move time frame.
- Designed and executed the layout of the new Foundation headquarters and executive offices to the specifications of college and staff. Coordinated with Leonor R. Fuller Gallery curator to procure and place special collections within the Dr. Angela Bowen Center.
- Increased donor engagement and satisfaction with SPSCC Foundation weekend and after-hours events. Assisted with executive support, logistics, photography, donor relations, and day-of troubleshooting.

Reality Changers

Volunteer Coordinator and Bonus Room Coach

[2016 - 2017]

Reality Changers is a non-profit powerhouse inspiring over 1,000 students in San Diego and Orange County to overcome poverty and crime to become first generation college graduates. To date, Reality Changers students have earned over \$100,000,000 in scholarships and awards.

- Executed the full life cycle of volunteer onboarding and tracking. Redesigned the volunteer onboarding process: cut orientation times by 60-75%, created and implemented the first Volunteer Handbook, improved volunteer recruitment by at least 25% for every event.
- Digitized over 16 years of sensitive volunteer paperwork with respect to CA information and files requirements. Established new volunteer information management and tracking software, as well as file organization procedure. Maintained a database of over 1000 volunteers.
- Successfully established a new line of funding for a volunteer-specific budget. Innovated volunteer appreciation and retention initiatives such as tutor recognition events, banquets, awards, and tutor meetings. Created and conducted weekly, semester, annual, and event evaluations for volunteers resulting in record-high volunteer engagement and satisfaction.
- Oversaw over 100 volunteer mentors personally on a weekly basis, matching each individually to best fit student needs and each Achievement Coach's leadership style. Improved volunteer retention by over 25%.

Cover letters and excellent references available upon request.