

Lisa JW Sweetland

Eight Skopek Road, Union CT 06076
(860) 684-6703

Experience Overview

Is an independent worker besides a team player, with versatile skills, and able to prioritize and multi-task in a fast paced environment with changing priorities.

Summary

- Daily personal interaction with the public, during meetings; at events; in addition to e-mails and phone conversations.
- Active team member on event preparation, guest relations, and hands-on troubleshooter behind the scenes to insure that details and unforeseen issues were handled expeditiously.
- Single-handedly maintained two databases.
- Maintained records which included biographical, campaign, memberships, etc.
- Partnered with other university departments during database merger to create conversion catwalk and very data synchronization.
- Worked with university computer programmers to create new reports on Crystal/ReportMart software designed to allow ease of data extraction required of daily office use.
- Over 13,000 memberships recorded annually.
- Responsible for data extraction and mailings for new member solicitations, monthly membership renewal applications, and installment payments.
- Recorded and reconciled daily applications.
- Membership acknowledgements and packets were mailed on a weekly basis.
- Wrote procedure manual for record updating, membership record and report extraction.
- Responsible for all other income recording and daily deposits.
- Compiled weekly, month-ending and quarterly financial reports.
- Export files to vendors.
- Active participant in team meetings to ensure workflow efficiency.
- Served on a variety of University Data Management Teams.

Software Skills

Window applications, Access, Excel, Outlook, MS Word, PageMaker, Power Point, Word Perfect, Focus, QuickBooks, NOVA and Intravnet, PeopleSoft, Report Mart and other programs.

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Professional Development

Certificates:

1997 – Millennium JSI, Associates; Bachelors; and Masters – JSI Fundraising Systems, Inc.
1998 – Beginning Crystal Reports – New Horizons
2000 – Gift Maker Pro Advanced - Campagne Associates fundraising software solutions
2001 – PeopleSoft - Student Records Inquiry – UCONN Student Records Department
2001 – The Conference for Assistants – Skill Path Seminar
2002 – Managing Multiple Projects, Objectives and Deadlines - Skill Path Seminar
2002 – The Conflict Management Skills – Skill Path Seminar
2003 – Microsoft Office Workshop – CompuMaster
2004 – Discovering the Secrets of Microsoft Access - CompuMaster
2006 – CPT On Campus training/Work with Access tables – UCONN, Continuing Studies
2006 – CPT On Campus training/Using Access Select Queries– UCONN, Continuing Studies
2006 – CPT On Campus training/Understanding Access Expressions– UCONN, Continuing Studies
2008 – Microsoft Office 2007 – MCC Certificate

Community Volunteerism

1981 – 1994 Lady's Auxiliary - Ashford Volunteer Fire Department
1985 – 1996 Ashford Citizens – Ashford resident's newspaper

Employment History

UConn Alumni Association, Storrs, CT
June 28, 1981 to May 2011

Clerk/Data Entry
Fundraising/ Accounts Receivable and Payable
Membership Assistant
Assistant Director of Marketing Communications
Membership Coordinator and Data Specialist