

Joan G. Burgess
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OBJECTIVE

Enthusiastic, goal and detail oriented individual with a variety of work and volunteer experience, including: administrative, fundraising, event planning, customer service and Board governance. Strengths are: energy, leadership and personal commitment. Technically proficient, motivated and self directed.

WORK EXPERIENCE

Assistant Manager: WABurgess, LLC - 2001 – Present

- Expense reports, billing
- Travel arrangements
- Website maintenance
- General office work and bookkeeping

Administrative: Miller Associates, Westport, CT – Prior 2001

Flight Attendant: Trans World Airlines, New York, NY – Prior 2001

Receptionist/Public Relations: McDonnell Douglas, Long Beach, CA – Prior 2001

TRAINING/TECHNICAL SKILLS

Proficient in Microsoft Office and QuickBooks

EDUCATION

The Center on Philanthropy at Indiana University: Financial Transformation and Renewal Program

The Alban Institute: Leadership course

AA Shasta College, Redding, CA

VOLUNTEER AFFILIATIONS

Development Officer	Litchfield Hills Food systems, Inc. (2009 – present)
Volunteer coordinator	Litchfield Hills Farm Fresh Market (2007 – present)
Recording Secretary, Exec Comm.	Litchfield Garden Club (2010 – present)
Event Planning	GFC 300 th Anniversary Celebration - 2011
UCC Board Chair	UCC General Synod, Hartford, CT - 2007
Fundraising	Oliver Wolcott Library
Chairperson	United Church Christ Conference Board of Directors
Board Member	United Church Christ Conference Board of Directors
Chairperson	Church AP Search Committee
Chairperson	Church Membership Committee
Committee member	Church Stewardship Committee
Chairperson	PTA/Hospitality Committee – Staples High School, Westport, CT