**Mary E. Nurse**

[jmlsnurse@yahoo.com](mailto:jmlsnurse@yahoo.com)

630-779-6438

**SUMMARY OF QUALIFICATIONS**

* Experienced Manager with proven ability in all aspects of Communications, Marketing and Public Relations.
* Demonstrated ability to plan, implement, and secure major event sponsorship funding.
* Dedicated to developing excellent Client Relations.
* Expert interpersonal, negotiation, organizational and presentation skills.

**professional Experience**

**Event Marketing Manager/Business Owner** Make It Happen-DuPage, LLC 2009 – April, 2012

* Direct the development and logistics of major event marketing programs from conception to completion including the DuPage Job Fair***,*** Senior Wellness events, and the DuPage Women’s Health Fair***.***
* Launch and promote community based Farmer’s markets, Craft fairs and Family Festivals.
* Seek and secure corporate sponsors and partners for key county wide events.
* Establish business relationships with media, local officials, and major organizations including not for profit agencies, community colleges, local retailers, and area hospitals.
* Manage budget, website, volunteers and paid staff to produce and create successful business outcomes.

**Legislative Director** House of Representatives, Illinois General Assembly 2005-2009

* Manage major community events by securing business relationships and sponsorships, establishing budget, recruiting volunteers, handling multi-media marketing and promoting public awareness.
* Establish positive community relations in multi task environment for Illinois State Representative.
* Produce effective and timely Press Releases, Newsletters, Constituent Correspondence, Awards and Grant recommendations.
* Investigate and resolve sensitive constituent issues needing government intervention.
* Represent Legislator at civic events as liaison to business, government and community groups.
* Active participation in community taskforce meetings.
* Supervise paid staff, volunteers and interns.

**Policy Committee Board /Staff** International School of Düsseldorf, Germany 1999-2004

* Collaborate with Administrators and School Board to write, edit and implement school policies and procedures.

**Meeting Leader-Public Speaker** Weight Watchers North America, Inc. 1994-1999

* Motivate members toward healthy lifestyle changes and behavior modification.

**ADDITIONAL PROFESSIONAL EXPERIENCE**

**Executive Director**  Delafield, Wisconsin Chamber of Commerce

* Organize local business promotions, city festivals, tourism and commerce plans.

**Public Relations Director** Community Telephone Directories, Milwaukee, WI.

* Create motivational incentives for sales staff, handled all media inquiries and managed inside sales staff.

**COMMUNITY INVOLVEMENT – Past and Present**

Court Appointed Special Advocate for juveniles in court system (CASA), American Cancer Society Relay For Life Publicity and Promotion Committee, Glenbard South High School Parent Volunteer, Maryknoll Homeowners Association Board of Directors.

**EDUCATION**

**University of Wisconsin, La Crosse**  Bachelor of Science in Mass Communications, English minor