


# E/D ERIC W. DONOHUE

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 Ontario, California, 91764

## EDUCATION

Bachelor of Science in Business  
Administration – Magna Cum Laude  
California Coast University  
June 2019

## SKILLS

- Graduate of Magna Cum Laude in BS Business Administration
- Budgeting
- Attention to detail
- Project planning
- Extremely proficient in any PC and Mac formatted software
- Typing speed of 95 WPM
- Able to maintain good relationships with co-workers, clients and managers


## CODING SKILLS

- HTML, CSS, JavaScript
- jQuery
- React.js
- API, JSON, AJAX
- MySQL
- Node.js

## ABOUT ME

 Linked In: <https://www.linkedin.com/in/ericdonohue>

 Portfolio: <https://edonohue8.github.io/portfolio>

 GitHub Repo: <https://github.com/edonohue8>

*Highly accomplished Programmer &  
Database Administrator with a  
decade of experience in database  
management.*

## PROJECTS

### International Travel Decision Assistant

*Built with HTML, CSS/Bulma, JavaScript/jQuery | <https://edonohue8.github.io/project-1>*

### Freebeez: Application to post and claim free items

*Built with Handlebars.js, JavaScript, MySQL | <https://project2-group5.herokuapp.com/>*

### Work Day Planner: Calendar app to be productive

*Built with HTML, CSS, JavaScript | <https://edonohue8.github.io/work-day-planner>*

## EXPERIENCE

### Database Administrator / Development Associate

*Beit T'Shuvah / Culver City, CA / October 2018 to present*

- Assists in overseeing fundraising activities and recording donations for the organization.
- Contacting potential donors, maintaining relationships with existing donors, organizing fundraising events and creating and submitting reports to management teams that describe the progress and effectiveness of each campaign.
- Identify potential sources of donations and track the progress of fundraising campaigns.
- Organize and maintain records using Raiser's Edge, communicate with donors and manage a calendar of events.

### Data and Campaign Services Coordinator

*Crossroads School for Arts & Sciences / Santa Monica, CA / September 2017 – October 2018*

- Coordinate data updates between Education Edge, Raiser's Edge and the school website.
- Enter and maintain constituent data within Blackbaud's Raiser's Edge, including gift entry.
- Responsible for sending acknowledgements of donations to donors.
- Aid in preparing gift data and donor lists for the School's Annual Report.
- Perform weekly report updates for the Annual Fund.
- Provide data and support for solicitations, including segmented mailings and email campaigns.

### Field Technician

*Bicycle Transit System / Pasadena, CA / June 2017 – September 2017*

- Maintaining stations (troubleshooting, replacing parts, swapping batteries, cleaning) in accordance with company policy and standard operating procedures (SOP's).
- Communicated with dispatch to give updates and receive new information
- Created new methods regarding safety procedures when handling various types of tools and equipment
- Supervised delivery and installation of new bicycle-sharing stations

### Program Assistant

*SEIU-UHW-West & Joint Employer Education Fund / Los Angeles, CA / Sep 2007 – Feb 2017*

- Receive; respond to incoming phone calls, contact via website or other Ed Fund events, and emails. Enter responses into database for accurate tracking and reporting.
- Create program applications and process incoming applications and required documentation, and other necessary data.
- Update and maintain database and produce periodic program reports.
- Assist with the coordination and development of training programs, enrollment, and recruitment materials
- Assist with the recruitment of program participants by determining program eligibility.

### Student Professional Worker

*Long Beach District Attorney's Office / Long Beach, CA / March 2007 – September 2007*

- Filed and retrieved confidential case files
- Accessed case management system for designated on case programs
- Answered phone and provide information to callers