

# KIERSTEN GAMBY

(260) 267-5571  
Fort Wayne, IN

## Education

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### WEB DEVELOPMENT BOOTCAMP

Expected 2022

Eleven Fifty Academy  
*Indianapolis, IN*

- HTML, CSS, JavaScript

### MASTER OF BUSINESS ADMINISTRATION

2019

Huntington University  
*Huntington, IN*

- Focus in Organizational Leadership

### BACHELOR OF ARTS IN GLOBAL STUDIES

2014

University of Toledo  
*Toledo, OH*

- Graduated from the Jesup Scott Honors College
- Received departmental honors

## Work Experience

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### MANAGER OF VOLUNTEER & COMMUNITY ENGAGEMENT

May 2019 – October 2021

United Way of Allen County  
*Fort Wayne, IN*

- Managing and coordinating Day of Caring for Allen County businesses and nonprofits (1600+ volunteers at 90+ projects on one day) and coordinating additional volunteer opportunities for corporate groups and civic/social groups
- Updating and maintaining a central volunteer database
- Leading the organization's diversity, equity, and inclusion efforts, including program creation, research, and developing funding priorities
- Developing relationships with Allen County nonprofits to collectively meet community needs

### PROJECT COORDINATOR

July 2016 – December 2018

Ambassador Enterprises  
*Fort Wayne, IN*

- Led and assisted in leading eight Community Engagement programs
- Built relationships with local nonprofits and leaders
- Developed and led the company-wide diversity initiative
- Completed various administrative tasks and responsibilities

### HUMANITARIAN AID WORKER

January 2015 – November 2015

Adventures in Missions – The World Race  
*Central America, Southeast Asia, & Southern Africa*

- Partnered with permanent workers in each country and assisted on various projects
- Interacted with local residents and translators daily
- Filled the role of team and squad treasurer: calculated international currency exchange and managed a budget for 5-6 people, oversaw a budget for 50 people, and represented six team treasurers in communication with the home office

### SUPERVISOR

May 2012 – December 2014

### STUDENT CALLER

January 2012 – May 2012

University of Toledo Phonathon  
*Toledo, OH*

- Assisted with student caller hiring and supervised caller shifts by monitoring student employees and giving feedback
- Utilized call center software (RuffaloCody) and assisted with implementing updates and troubleshooting software and

computer equipment issues

- Called and built rapport with University of Toledo alumni, updated alumni records, and solicited charitable gifts

#### **OFFICE ASSISTANT**

November 2013 – December 2014

University of Toledo Foundation

Toledo, OH

- Distributed inquiries from alumni to proper office departments
- Compiled and sorted data from evening Phonathon shifts using Excel
- Responded to email and voicemail messages and prepared mass mailings

#### **CONCESSIONS/BOX OFFICE**

Cinemark

Franklin Park 16 (Toledo, OH)

August 2013 – December 2013

Movies 10 (Canton, OH)

December 2010 – August 2013

- Assisted in training on the Cinemark system in the transition from a company buy-out (Rave Cinemas to Cinemark)
- Processed cash and credit card transactions
- Ensured customer satisfaction

### **Awards**

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#### **UNDERGRADUATE RESEARCH GRANT**

2014

University of Toledo

Toledo, OH

- Awarded a grant to conduct research for a thesis on anti-human trafficking protocol in the United States

### **Scholarships**

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#### **BLUE AND GOLD SCHOLAR**

2011 – 2014

University of Toledo

Toledo, OH

- Recipient of a scholarship covering full tuition and fees, renewable based upon yearly GPA

### **Community Involvement**

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#### **EVENT STEERING COMMITTEE MEMBER**

2018 – Present

Fort Wayne Children's Zoo

Fort Wayne, IN

- Assisting with planning, decision-making, connecting with vendors, and running the Zoo's annual fundraising events

#### **DIRECTOR OF RESIDENTIAL**

2020 – Present

Oxford Community Neighborhood Association

Fort Wayne, IN

- Liaison to the residential members of the association and promoting memberships with homeowners and renters

#### **DIVERSITY & INCLUSION COMMITTEE MEMBER**

2019 – 2020

American Red Cross of Northeast Indiana

Fort Wayne, IN

- Advising on how to enhance and leverage diversity to better meet the needs of the community

#### **COMMUNITY NONPROFIT VOLUNTEER**

2016 – Present

Fort Wayne, IN

- Various volunteer experiences with: Human Agricultural Co-Operative, The Rescue Mission, Habitat for Humanity, Million Meal Movement, Bridge of Grace, Associated Churches, Community Harvest Food Bank, NeighborLink, The Power House Youth Center, Junior Achievement, The League, and more

*Personal and Professional References Available Upon Request*