

Education

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

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

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

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

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