

# Mickalei “Micki” Lindquist

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## SKILLS SUMMARY

**Communication & Writing:** Strong writing skills across genres, including web content, proposals, press releases, technical writing, and marketing materials. Experience creating clear, compelling content tailored to its audience.

**Project Management & Organization:** Proven ability to manage projects ensuring deadlines are met and objectives achieved. Experience leading teams and coordinating efforts in both nonprofit and corporate environments.

**Digital & Web Skills:** Expertise in web design and management utilizing HTML, CSS, and content management systems. Proficient in content creation and graphic design using Canva and Adobe Creative Suite applications.

**Marketing & Fundraising:** Designed effective marketing materials and campaigns for direct mail, social media, and email, including successful fundraising initiatives that increased revenue and community engagement.

**Customer Service & Collaboration:** Strong interpersonal skills, with experience in client service, team collaboration, and volunteer management. Skilled in resolving issues and maintaining positive relationships.

## EDUCATION

**BIS: Professional Writing & Communications, GPA 4.0/4.0**  
George Mason University, Fairfax, VA

Anticipated 2025

### RELEVANT COURSEWORK:

ENGH 388: Professional and Technical Writing, ENGH 489: Proposal Writing and Development,  
COMM 320: Business & Professional Communication, COMM 384: Public Relations & Social Media

**Certificate: Basic Web Design & Management, GPA 3.9/4.0 2005**  
Parkland College, Champaign, IL

## ACADEMIC PROJECTS

### Research Proposal: How A Design Thinking Approach Can Improve Compliance with Section 508 Electronic Document and Web Content Accessibility Standards

BIS 390: The Research Process, George Mason University

Fall 2024

- Researched scholarly publications, organized a literature review matrix, analyzed and synthesized research
- Developed a research question and proposal for a senior research project to be completed in Spring 2025

### Mock Proposal: Supporting Vaccine Confidence Through a Qualitative and Quantitative Research Lens in the Low-Vaccination Population of Wise County, Virginia

ENGH 489: Proposal Writing & Development, George Mason University

Fall 2024

- Interviewed the SME/PI, reviewed previous work and boilerplate materials
- Researched funding opportunities via Candid, Grants.gov, Sam.gov, and other resources
- Developed a funding pipeline with detailed information on opportunities, fit analysis, and possible discriminators
- Evaluated RFPs to assess fit, strategize win themes and discriminators, and develop a capture plan
- Drafted a proposal for evaluation via the Shipley Method
- Edited proposal after review and assessed final formatting, document design, and compliance
- Analyzed proposals written by others for compliance, strategy, clarity and suggested improvements

### Mock Grant Proposal: Improving Storage Conditions at Fauquier Community Theatre

INTS 331: The Nonprofit Sector, George Mason University

Fall 2023

- Researched funding opportunities, possible project ideas, and grant proposal writing process
- Analyzed RFP and developed a capture plan with win themes for the chosen opportunity
- Researched project costs and drafted a budget within the grantor's scope

## EXPERIENCE

### Fundraising Intern

February 2024 to May 2024

Marshall Middle School PTO, The Plains, VA

- Designed an effective fundraising online auction site which raised over \$1500, a 60% increase from the 2023 paper auction, demonstrating compelling graphic design and copywriting skills
- Developed a persuasive grant proposal to acquire smart televisions for classrooms, demonstrating strong research, writing, and fundraising skills

### Nonprofit Management Intern

September 2023 to December 2023

Fauquier Community Theatre, Warrenton, VA

- Managed volunteers in fundraising via a 50/50 raffle, snack sales during performances, and ushering services
- Demonstrated customer service skills by handling guest requests and skillfully negotiating patron issues
- Utilized hands-on marketing efforts to advertise upcoming shows and promote theater awareness
- Leveraged mentorship with the Executive Director to gain a real-world understanding of nonprofit management

## VOLUNTEER EXPERIENCE

### Service Unit Fall Product Manager

August 2016 to December 2023

Girl Scouts of Our Nation's Capital

- Increased sales by >\$15,000 (73%) between 2020 and 2021, with continued increases in the following years
- Demonstrated leadership, communication, and organizational skills by managing the Fauquier County area troop fall product program for 25+ troops, serving 275+ scouts
- Educated leaders in the effective use of the online interface and resolved technical difficulties
- Employed time management skills to organize, track, and distribute product inventory and rewards
- Maintained an online database of leader information, communicated with leaders via email and social media to boost sales, and reminded leaders of upcoming deadlines

### Troop Co-Leader

August 2015 to June 2019

Girl Scouts of Our Nation's Capital

- Designed creative and unique programming to fulfill badge requirements within budget for 14 scouts
- Maintained bank accounts and prepared the annual financial report as Troop Money Manager
- Scheduled and organized cookie booth sales while coordinating inventory as Troop Cookie Manager
- Planned and organized events such as badge days and movie nights, serving 150+ Scouts

## AWARDS

- Dean's List, George Mason University, Fall 2021, Spring 2022, Fall 2023, Spring 2024
- Best Cameo Performance in Play, Hostess of the Garter, *The Merry Wives of Windsor*, Fauquier Community Theatre Lofty Award, 2023-2024 Season
- Best Costumes in a Musical, *Seussical*, Fauquier Community Theatre Lofty Award, 2019-2020 Season
- Best Costumes in a Play, *Lion in Winter*, Fauquier Community Theatre Lofty Award, 2018-2019 Season (also nominated for Outstanding Costume Design in a Play, Washington Area Theatre Community Honors)
- Girl Scouts of Our Nation's Capital Volunteer of Excellence Award, 2017

## TECHNICAL SKILLS

Adobe Illustrator

Adobe Photoshop

Adobe InDesign

Adobe Dreamweaver

Adobe Acrobat Pro

CSS 3

JavaScript

HTML 5

Microsoft Office Suite

Microsoft Teams

Zoom

GitHub

Google Suite

WordPress

Canva

Instagram

Facebook

Meta Insights

Twitter/X

Twitter/X Analytics

Google Workspace

Squarespace

Visual Studio Code

Blackboard/Canvas