

ORLI FORSTER

1320 Cambridge Road • Ann Arbor, MI 48104 • (973) 732-8821 • oforster@umich.edu • linkedin.com/in/orliforster

EDUCATION

University of Michigan, School of Information (UMSI), Ann Arbor, MI

Expected Graduation 2022

- Dual B.S. in Information (specializing in Data Analysis) and B.A. in Spanish
- Overall GPA: 3.87; four terms University Honors (GPA higher than 3.5)

Rutgers University, New Brunswick, NJ

- Took 4 classes (12 credits) during Summer 2020

PROFESSIONAL EXPERIENCE

PuroClean Property Paramedics, Operations and Social Media Intern, Orange, NJ

May 2019 - Present

- Developed spreadsheets to improve job progress tracking, invoicing, and collecting; helped clear backlog of outstanding invoices
- Learned industry estimating software (Xactimate) to assist with invoicing and helped update insurance company job tracking tool (XactAnalysis) when job tasks completed
- Expanded social media and online presence by implementing an Instagram account, creating original content and posting schedules; secured a 240% increase in 5-star Google reviews

Project ALS, Social Media Intern, New York, NY

May – June 2019

- Analyzed organization's social media presence and compared it to similar nonprofits, provided constructive feedback, and assisted in developing a content calendar

URJ Camp Harlam, Senior Camp Counselor, Kunkletown, PA

June – August 2019

- Supervised and directed fun, meaningful programming for 70+ rising high school freshmen
- Strengthened communication and collaboration skills by working with co-counselors
- Facilitated conflict resolution and addressed camper physical and emotional needs

LEADERSHIP EXPERIENCE

School of Information Bachelor's Association, Junior Student Liaison, Ann Arbor, MI

October 2020 - Present

- Responsible for maintaining communication with junior UMSI students and student organizations
- Act as a liaison with the Career Development Office and connect with the Transfer Student Advisory board for monthly feedback
- Work closely with student government and UMSI diversity committee to promote diversity initiatives within student body

Chi Omega, Director of Philanthropy, Ann Arbor, MI

December 2019 - Present

- Organized Covid-19 Fundraiser that raised \$1.5k to support local restaurants and provide 170 meals to Michigan Medicine
- Led meal packaging event with Rise Against Hunger, raising nearly \$5k and packaging 7.5k meals with over 50 participants
- Communicated with the Make-A-Wish Foundation to foster a strong relationship between the organization and the chapter, while gaining experience working with a large national organization

American Cancer Society (ACS), Director of General Marketing, Ann Arbor, MI

May 2020 - Present

- Oversee external marketing for the organization and build strong relationships with channels outside of social media, including mainstream media and campus and local news channels

MHS Key Club, President & Secretary, Millburn, NJ

2015 - 2018

- Led first ever MHS 5K Color Run and again in 2018, each attracting ~200 people and raising \$4,000+ for charity. The 2018 event won \$1,000+ grant in a nationwide Nickelodeon contest
- Set and managed goals, led meetings, supervised committees, delegated responsibilities, and maintained constant communication with members through email and social media

ADDITIONAL

- *Activities:* Hillel Major Events Committee; ACS Director of Sponsorship; Out of Hillel Outreach Board; weekly elementary school volunteer tutor; co-ed winter indoor intramural soccer
- *Skills:* Spanish (advanced), Python (proficient), R (basic), Adobe Photoshop (advanced), Microsoft Word (proficient), HTML/CSS (intermediate)
- *Interests:* Health and nutrition; exercise; community service; graphic design