

# PAROMA DUNBAR



Canadian Citizen | Australian PR

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[paromaray.github.io](https://paromaray.github.io)

## SUMMARY

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Industry professional with experience working in philanthropy and development, donor relations, event management, and consular services for organisations in Australia and Canada.

## SKILLS AND INTERESTS

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- Excellent Interpersonal and Communication Skills (English and French)
- Strong Analytical, Research, and Problem-Solving Skills
- Highly Adaptable and a Quick Learner
- Strong Work Values and Technical Skills (Microsoft Office, Tessitura, Raiser's Edge, EMS, Opera)
- Good Leadership Skills (Managed five coordinators and 100+ representatives)
- Interests and Hobbies: Attending Sports & Arts/Cultural Events, Baking, Hiking, and Travelling

## RELEVANT PROFESSIONAL WORK EXPERIENCE

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### DEAKIN UNIVERSITY – Melbourne, Australia

*Philanthropic Relations Coordinator, April 2018 – Present*

- Responsible for assisting in the development and implementation of fundraising plans within the Faculty of Science, Engineering and Built Environment.
- Conducts and coordinates regular visits to donors for the purposes of cultivation, solicitation, and stewardship of gifts in excess of \$15,000.
- Monitors all prospective donor contacts to ensure positive and purposeful donor relations.

### WORLD WILDLIFE FUND (WWF) CANADA – Toronto, Canada

*Donor Relations Coordinator, June 2017 – February 2018*

- Responsible for developing and maintaining strong relationships with internal and external stakeholders, major donors, monthly donors and one-time donors.
- Primary contact for membership and monthly donor inquiries, retention calls, tax receipts, tribute program (in honour and in memory), and French queries.
- Assisted the legacy giving team; the events team with cocktail reception event logistics; and the development team with researching and creating donor profiles ahead of WWF's APM.
- Trained and managed volunteers to ensure volunteer tasks (retention efforts) were met.

### INTERNATIONAL AIR TRANSPORT ASSOCIATION (IATA) – Montreal, Canada

*Conference Centre and Administration, Bilingual Intern, January – June 2017*

- Hosted various international stakeholders and delegations in English and French (event management) within a multicultural environment.
- Assisted the Environment Department with researching data concerning wildlife seizures.

### MELBOURNE RECITAL CENTRE (MRC) – Melbourne, Australia

*Development Intern, March – June 2016*

- Researched prospective donors, sponsorships, and partnerships.
- Assisted with grant writing and ad-hoc clerical services (writing memos, circulating minutes).
- Managed donor activity and correspondence in the Tessitura database.

**CONSULATE GENERAL OF INDIA – Melbourne, Australia**

*Consulate Intern, October 2015 – March 2016*

- Drafted briefings, speeches, and official correspondence to Australian Members of Parliament regarding environment policy, human rights, and India-Australia trade / cultural relations.
- Presented a research essay entitled 'Clean Energy Objectives in China, India and Australia' ahead of the Consul General's meeting with the Indian Energy Minister.

**MELBOURNE SYMPHONY ORCHESTRA (MSO) – Melbourne, Australia**

*Box Office Attendant and Customer Service Representative, July 2014 – August 2016*

- Established strong relations with donors due to expertise in musicology.
- Demonstrated excellent communication skills with strong sense of client service ethics.

**COURTYARD NORTH RYDE AND PIER ONE SYDNEY HARBOUR (Marriott) – Sydney, Australia**

*Auditor and Guest Services Agent, August 2012 – June 2014*

- Provided end of day financial reconciliation and assisted the Finance Department.
- Processed chargebacks, city ledgers, as well as handling large sums of cash.
- Handled interactions with high-end clientele with professionalism and confidentiality.

**CARLETON UNIVERSITY – Ottawa, Canada**

*Ambassador for International Student Services Office, July 2011 – June 2013*

- Provided an online presence (video logging) whilst studying abroad at Macquarie University.
- Delivered presentations and gave academic support to prospective exchange students.

**CARLETON UNIVERSITY – Ottawa, Canada**

*Carleton Equal Voice Chapter Vice President Internal and Founder, September 2010 – June 2011*

- Organised workshops and seminars to raise awareness regarding the need for the participation of more young women in Canadian politics: <https://equalvoice.ca/blog/?p=40#more-40>

**CARLETON UNIVERSITY – Ottawa, Canada**

*Elected Student Senator and CASG Vice President Internal, September 2008 – June 2011*

- Advocated academic concerns on Department, Faculty Board, Carleton University Senate, and Executive meetings with the University President and Vice-Chancellor.
- Maintained the bylaws and constitution.
- Led and singlehandedly managed a team of 100 representatives.
- Assisted in developing the budget and the purchasing of all promotional materials.
- Coordinated and organized logistics for caucus, committee meetings, wine and cheese events.

**EDUCATION**

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**UNIVERSITY OF MELBOURNE – Melbourne, Australia**

*Master of International Relations, July 2014 – July 2016*

- Specialised in political ecology and conservation policy
- Recipient of Global Grant and Melbourne University Grant (2014-2016)
- Graduated with Upper Second Class Honours

**CARLETON UNIVERSITY – Ottawa, Canada**

*BA and BA Honours – Music and Political Science, French (minor), September 2008 – June 2013*

- Concentration in North American Politics (Trade Negotiations)
- Study Abroad - Macquarie University, Sydney, Australia (2011 – 2012)
- High Academic Achievement (Dean's List) and Recipient of \$10,000 in Scholarships & Awards
- Graduated with High Distinction (BA in Political Science) and Distinction (BA Honours in Music)