

Experience **Northwestern University**

Evanston, IL

Assistant Director, Annual Giving, Kellogg School of Management

January 2013–

- Recruited and coordinated three separate reunion campaign committees, as well as manage the peer-to-peer solicitation process between committees and their donor prospect assignments.
- Increased participation rate of alums at the Kellogg 2015 Reunion for two reunion classes as well as the Kellogg EMBA program.
- Raised over \$150,000 in annual giving dollars through direct-mail, peer-to-peer, and email solicitation.

Program Assistant, McCormick School of Engineering

- Wrote and coordinated unique acknowledgement letters for donors above \$1,000 as well as congratulatory and condolence letters.
- Prepared detailed prospect visit briefings for the Dean and regularly researched prospects for potential solicitation.
- Contacted past donors by phone and email to solicit for renewal of annual gift.
- Created PowerPoint presentations, detailed one-pagers, pledge forms, and other materials at the request of the alumni relations and development team.

University of Cincinnati

Cincinnati, OH

Development Assistant, College-Conservatory of Music

August 2010–June 2012

- Coordinated cultivation and stewardship dinners for major donors and Deans of the College.
- Managed volunteers of the Alumni Board of Governors in meetings and campaigns.
- Organized events and marketing campaigns for LINKS fundraiser.
- Wrote and coordinated acknowledgements for donors and maintained donor database.

Brevard Music Center

Brevard, NC

Box Office Manager

May–August, 2010

Assistant Manager

May–August, 2008-09

- Managed box office staff and operations, lead trainings and staff schedules for office hours and special events, supervised data management and ticket sales.
- Sold thousands of tickets face-to-face and over the phone with our customer base.
- Worked directly with high profile artists and conductors for all box office requests.
- Assisted with the marketing and distribution of the music center's in-house magazine *Overture*.

Florida Center for Reading Research, Progress Monitoring and Reporting Network

Tallahassee, FL

Support Specialist and Database Manager

August 2009–May 2010

- Regularly assisted our user base with software issues through phone and email support.
- Managed user profile data and reading scores.

Education

University of Cincinnati: MBA, Arts Administration

Cincinnati, OH

Florida State University: Master of Music Theory (MM)

Tallahassee, FL

Furman University: Bachelor of Music, Major in Music Theory, Composition

Greenville, SC

Skills

Productivity Software: Microsoft Office Suite, Adobe Photoshop, InDesign

Database and Research: Raisers Edge, Advance, IMB Cognos BI

Performance Background: Classically trained percussionist, Second City Conservatory graduate