

<b>Objective</b>	Part-time administrative/ clerical position
<b>Profile</b>	<ul style="list-style-type: none"> <li>• Strong knowledge of Microsoft Office applications/ Data Analysis</li> <li>• Self-motivated and highly organized</li> <li>• Skilled in project and program management with attention to detail</li> <li>• Excellent communication skills resulting in productive working relationships</li> </ul>
<b>Experience</b>	<p><b>ROBERT I. LAPPIN CHARITABLE FOUNDATION (2008) SALEM, MA</b>  <b>PROGRAM ASSOCIATE</b> – Assisted the Executive Director and Program Managers with the administration, implementation and evaluation of programs designed to reach out to young families. Planned all aspects of a one day trip to a museum in New York for constituents. Streamlined fundraising tracking and response process for one of the Foundation’s most popular programs.</p> <p><b>JEWISH FEDERATION OF THE NORTH SHORE (2004-2008) SALEM, MA</b>  <b>CAMPAIGN ASSOCIATE</b> - Managed programs designed to reach out and involve young families. Also organized educational programs about Israel for the community. Prepared detailed campaign plan, budgets and developed and executed marketing plans for all programs.</p> <p><b>YOUTH TO ISRAEL PROGRAM ASSISTANT</b> - Organized and administered growing program of over 100 teens with the Program Director. Planned meetings at outside institutions for recruitment, education and organizational aspects of program. Administered all payables and receivables for program.</p> <p><b>BUSINESS MEDIA GROUP (1994-1998) TOPSFIELD, MA</b>  <b>MARKETING MANAGER</b> – Prepared all market analyses and managed, with the Circulation Director, the direct marketing efforts to build and maintain the circulation of three publications with a combined rate base of 225,000. Designed and conducted annual subscriber study. Performed extensive analysis to build a demographic profile of the subscribers to each publication. Also worked with sales to maximize the value of each name on the database through list rental, cooperative trade agreements, lead sales and cross selling of complimentary products.</p> <p><b>BORDEN, INC. (1993-1994) COLUMBUS, OH</b>  <b>MARKET ANALYST</b> – North American Pasta Products Division. Initiated analyses on \$500 MM business to identify effectiveness of marketing plans. Communicated with sales and marketing management. Prepared customer business reviews focusing on product mix, volume, marketing support, and customer service. Trained and supported sales force in the use of databases and software. Worked in a team to create a group of automated Lotus shells to be used by the sales force to streamline the customer evaluation process.</p> <p><b>BRANDEIS UNIVERSITY (1988-1991) WALTHAM, MA</b>  <b>ASSISTANT DIRECTOR OF ANNUAL GIVING</b> – Managed, with Director, \$2MM annual fund program. Developed and implemented telemarketing and direct mail strategies for multiple constituencies. Wrote direct mail pieces. Managed student phonathon program. Coordinated fund-raising programs for the senior class, young alumni, and reunion classes.</p>
<b>Education</b>	<p><b>M.B.A., Marketing Concentration, Babson Graduate School of Business, Wellesley, MA, 1992</b>  <b>B.A., Politics and Economics, Brandeis University, Waltham, MA, 1988</b></p>
<b>Community Service</b>	Board member of North Shore Skating Club, Board member of Sisterhood of Temple Ner Tamid, Center School PTO Co-Manager of School Store