

Maureen G.

Untapped Potential Candidate

Collinsville / CT

860-977-9408 / fellowship@upotential.org



PROFILE

Sales, customer service and administrative professional with experience in Media and Non-Profit space.

Summary of computer skills/software:

Word processing, publication design and production, bookkeeping and financial reporting, database management, and email marketing utilizing: M.S. Word, Excel, Publisher, and Outlook; Adobe InDesign & Photoshop; Constant Contact; Quickbooks; and specialized software.

PROFESSIONAL EXPERIENCE

The Waterbury Observer, Waterbury (1996–present, full or part-time)

Office Manager/Sales Representative

- Established administrative procedures and systems to increase productivity, optimize sales efforts, improve collections and streamline record keeping.
- Responsible for advertising sales by maintaining constant “inside” telephone sales efforts and outside sales as necessary, meeting all performance standards and exceeding previous sales records.
- Designed and produced ads, based on clients’ marketing messages, and assisted with newspaper layout and production utilizing Adobe InDesign and Photoshop. Proofread and edit text for articles and online posts.
- Worked independently to prospect for new clients and qualify sales leads, provide sales presentations, maintained customer base by providing excellent customer service including creative services, advertising design and proofing, and thoroughness in billing, collections and contract management. Generated sales and income reports for management purposes.
- Established and maintained database for prospect / client information and bookkeeping.
- Worked closely with publisher/editor, production staff, freelancers and ad agencies.

The Bridge Family Center, West Hartford (2016 – 2017)

Development Associate

- Organized projects and programs to support development efforts for donors and prospects.
- Performed data entry for individual and organization records with great attention to detail.
- Generated reports utilizing M.S. Excel; generated individualized letters using M.S. Word.
- Coordinated mailings and solicitations utilizing M.S. Excel and M.S. Word (performing mail merges and/or providing data to outside printing services for large-scale mailings).
- Participated in planning and implementing special events and programs such as Annual Meeting, Leadership Circle gatherings, Board of Director meetings, Annual community award presentation, large-scale gala fundraiser, and monthly community ‘Open House’.
- Generated e-blasts (for news/solicitations); utilized M.S. Outlook for email communications.
- Worked closely and collaboratively with Marketing & Communications director for projects related to development.
- Recorded meeting minutes for Board of Trustees and Development/Planned Giving committees.

Connecticut Community Foundation, Waterbury (2015 – 2016)

Development Assistant

- Provided administrative support to Director of Development and to CEO/President.
- Performed data entry for donor and volunteer database; generated lists, mailings and reports; organized and maintained development office files and Board of Trustee meeting minutes and records.
- Worked with Marketing Associate to produce e-newsletters, announcements, invitations, and general communications; assisted with special projects (such as 'Give Local' online giving event).
- Wrote correspondence, such as welcome and thank you messages to committee volunteers.
- Served as primary source of information for board, executive, and governance committee meetings and materials; served as administrator for BoardEffect (board portal); prepared and distributed meeting materials.
- Played a lead role in organizing special events and meetings (Annual Meeting, Summer Social, Board of Trustees Retreat). Coordinated venue, caterers, decorating, and A/V services.

St. John's Church, Washington, CT and St. Andrew's Church, Kent, CT

Office Administrator (2008 – 2015, full or part-time)

- Handled communications with volunteers, members, visitors, and community.
- Updated website and generated weekly 'E-pistle' utilizing Constant Contact. Produced bulletins, correspondence, directories, meeting materials/reports, and programs for events.
- Maintained records, updated database, mailing lists, schedules and calendars; created and implemented effective office management systems and procedures.
- Responsible for accounts payable and payroll utilizing Quickbooks software; generated financial reports and annual Canvass/Stewardship and special fundraising mailings.
- Handled communications in all aspects of administrative matters, dealing directly with members and volunteer leaders.
- Responsible for all financial functions including payroll, accounts payable, collections from contributions and other sources of income, bank account reconciliation, record keeping and reporting for budget, management and accounting purposes.
- Generated correspondence, bulletins, press releases, and newsletters.
- Recruited and supervised volunteers for clerical/bulk mailing projects and assisted with large-scale annual fundraising event (Auction/Bazaar).

EDUCATION

Central Connecticut State University, New Britain, CT

Major: English, Minor: Psychology

Graduated Magna Cum Laude / Member: Psi Chi, National Honor Society for Psychology