

Lea C. Deschenes

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PROFESSIONAL SUMMARY

Seasoned non-profit administrative worker looking for an organization to nurture. Dedicated to making things happen on tight deadlines and budgets. Passionate about data organization, streamlining workflow, and effective communication. Adaptable to learning new software and skills on the fly. Experienced user of Flipcause, Filemaker Pro, InDesign, Sigil, Dreamweaver, Photoshop, Acrobat, Flash, Illustrator, MS Office, Excel, Google Workspace, OpenOffice, Windows, Quickbooks. Some previous Mac and WordPress experience.

QUALIFICATIONS SUMMARY

- ✧ Seven years' experience with day-to-day operations, CRM, membership relations, membership expansion/retention, scheduling, and event planning at a non-profit
- ✧ CRM database experience in Filemaker including scripting and design. Able to work within existing systems or create new ones.
- ✧ Currently assist with event planning and registration for events as well as tracking scheduling
- ✧ Extensive graphic design skills used to produce cards, brochures, stickers, or other member materials
- ✧ Able to create newsletters and manage contacts in Constant Contact
- ✧ Involved in developing ideas for outreach campaigns to recruit new membership
- ✧ Self-starter who loves to collaborate with others

WORK EXPERIENCE

August 2016 – present

Greater Worcester Land Trust, Operations & Development Assistant

Created donations database in FileMaker Pro from scratch, incorporating custom data management functions for the organizations' requirements. Creation of calendars, postcards, rack cards, brochures and various fundraising materials as well as researching pricing & obtaining quotes. Responsible for donation processing in Filemaker and Quickbooks, reception work, phones, member questions, event scheduling / promotion, and general organization of the office. Create marketing and donation reports for the board. Identified Flipcause as a good solution for donation processing, event management, and registration, and web site to increase donation revenue. Work with bookkeepers and outside organizations to keep accounting for organizations working under our umbrella to keep books straight. Created a template email for Constant Contact for member & volunteer mailings.

August 2019 - present

Worcester Public Market, Market Pantry, Associate

Coordinate with manager working remotely to receive inventory, manage product lines in Vend, and produce reports on demand, as well as assisting with other computer-related functions, product research, and designing signage as needed.

December 2015 – February 2016

Literacy Academy Coordinator, Literacy Volunteers of Greater Worcester

Resource and oversight for the Literacy Academy office under the supervision of the Academic Director. Answered phones and email for potential students, processed student registrations and assisted teachers and students. Created online attendance system in Google Apps, produced grant data from Access for Executive Director as well as graphic materials for flyers and signage, maintained kitchen and office supplies.

EDUCATION

Master of Fine Arts in Poetry, New England College

Bachelor of Arts in Theater, Rhode Island College