



# AVA DAVIS

## Alumni Relations Coordinator

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☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

### PROFESSIONAL SUMMARY

With a decade of expertise in alumni relations, I excel in fostering connections and orchestrating impactful events that enhance community engagement. My strategic approach to alumni networking and communication strengthens institutional ties, driving both alumni support and institutional goals. Passionate about creating lasting relationships, I am committed to enriching the alumni experience and promoting institutional values.

### WORK EXPERIENCE

#### Alumni Relations Coordinator

📅 Mar / 2019–Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Identified and developed systems to enhance team objectives and streamline alumni engagement efforts.
2. Coordinated stewardship and cultivation events, overseeing all logistics and participant communication.
3. Served as the primary liaison with event partners, managing logistics for successful alumni gatherings.
4. Maintained a comprehensive calendar of alumni relations activities, ensuring seamless event execution.
5. Performed executive administrative functions to support multiple alumni boards and university offices.
6. Collaborated with university officials to align alumni relations strategies with institutional goals.
7. Created and distributed targeted communications to engage alumni and strengthen community ties.

#### Alumni Relations Coordinator

📅 Mar / 2015–Mar / 2019

Cactus Creek Solutions

📍 Phoenix, AZ

1. Managed digital communications and analytics, curating content for social media and email outreach.
2. Planned and executed alumni events, including conferences and networking activities.
3. Hired and supervised temporary staff to support event logistics and operations.
4. Communicated with 1,500 alumni regarding upcoming initiatives and engagement opportunities.
5. Organized new member initiation events, fostering alumni involvement and community building.
6. Maintained databases for 24,000 alumni, enhancing outreach and engagement efforts.

### EDUCATION

#### Bachelor of Arts in Communication

📅 Mar / 2012–Mar / 2015

University of Georgia

📍 Denver, CO

Focused on public relations and community engagement strategies.

### SKILLS

#### Microsoft Office Suite

#### Datatel Software Management

#### Raiser's Edge Fundraising Software

#### O'neil Software Solutions

#### Administrative Support

#### Interpersonal Skills

### INTERESTS

🎧 Podcasts

🌐 Language Learning

🎵 Dancing

🚴 Cycling

### STRENGTHS

🔍 Intuition

👥 Leadership

🎧 Listening

👥 Mentorship

### LANGUAGES



English



Russian



French

### ACHIEVEMENTS

🌟 Increased alumni participation in events by 30% through targeted outreach and engagement strategies.

🌟 Successfully organized annual alumni reunions, resulting in a 25% increase in attendance.