

Jennifer Gardiner

Skillset

- Communications
- Teleconferences
- Research
- Constant Contact
- Community Engagement
- Database Maintenance
- Web Design & Maintenance
- Problem Solving
- Marketing
- Social Media
- Writing
- Bulk Mailing
- Event Planning & Management
- Volunteer Coordination
- MS Office Suite
- Multitasking “plate spinner”

Professional Experience

Special Projects Consultant • International Municipal Lawyers Association 2012-2013

Created efficient and cohesive outreach strategy by coordinating efforts in marketing, communications, community building, and member engagement with a single interface. Created and delivered online campaigns promoting membership and events, including online newsletters and member updates. Introduced communications strategies to achieve specific organizational goals, developed the text and design for communications materials and managed creative resources to achieve success.

Communications and Outreach Associate • World Jurist Association 2011-2012

Managed an international legal conference planning process from concept to completion, including securing dignitaries and speakers, managing invitations and registrations, collaborating with the host organization, and drafting conference reports.

Innkeeper • Adam's Inn Bed & Breakfast 2006-2009

Oversaw operations and a 15-person staff of a 26 room bed and breakfast with an emphasis on concierge service, conflict resolution, management of invoicing and accounts received, and technology maintenance. Also implemented new systems including a recycling program, inventory organization system, and landscape renovation.

Information and Records Processor • Women for Women International 2006-2008

Coordinated and supervised volunteers in weekly sessions (averaging 30 people) and on a daily basis (1-5 people). Utilized Microsoft Access database to monitor participants' progress through year long program and track correspondence between sponsors and participants. Named "Employee of the Quarter" in Spring 2008.

Education

American University, School of Arts and Sciences 2011

BA • Philosophy

Minor • Sociology

Internship • Environmental Working Group

Assisted Development team; introduced new framework for documenting individual donors. Contributed to Online Outreach efforts, researching and proposing recommendations to improve community engagement. Worked with new project team on brainstorm and initial planning for preliminary launch of *Pets for the Environment* project.

Contact

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