

Pam Crome

Objective

Seeking meaningful employment with an organization making significant positive impact in the lives of customers and the economy of the community.

Experience

Owner/Manager

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- In addition to owning and operating the coffee shop, I served on the Village of East Davenport Association Board (2006-2007) and as Board Secretary and Event Coordinator (2008).

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- Provided office support via the Internet for clients needing desktop publishing, website maintenance, proofing and editing, photo editing, target marketing tasks; set up and maintained college online quizzes. Member IVAA (International Virtual Assistance Association) 2001 – 2005.

Development Director

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- Planned and implemented a broad-based program for constituent development and cultivation, nurturing and fundraising.
- Established and maintained relationships with volunteers and contributors to the University.
- Coordinated the University's phonathon program; and managed direct mail solicitation efforts.
- Acted as "point person" for campaign internal marketing projects working with consultants, vendors, graphic designers, staff and volunteers.
- Assisted with event planning and management.
- Provided internal desktop publishing for events, annual fund and advancement programs.
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- Assisted with donor development, donor research, and follow-up.
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- Utilized donor and prospect database.
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