

# Emily Elizabeth Evans

(615) 587-2286

EmilyEvans08@gmail.com

---

## EDUCATION

- Master of Business Administration**, Midway University Expected May 2017
- Bachelor of Arts in Sociology/Anthropology**, Transylvania University May 2012  
Minors in Political Science and Women's Studies  
Semester abroad in Cusco, Peru

## RELEVANT PROFESSIONAL EXPERIENCE

- Director of Multicultural and International Affairs**, Midway University Aug 2015 – Present
- Coordinates events and programs that promote multicultural understanding and interaction
  - Administrative Director of Short-Term International Student and Visitor Cohorts
  - Created International Ambassadors Program
  - International Student Advisor
  - Study Abroad Director
  - Designated School Official (authorized to maintain student records in Homeland Security database)
  - Director of PATH Mentoring Program for middle and high schoolers
  - Provides support to underrepresented, undocumented, and DACAmented students
  - Manages Office Facebook Page
- Multicultural Affairs Coordinator**, Midway University Dec 2014 – Aug 2015
- Coordinated events for mentoring and host family programs
  - International Student Advisor
  - Assisted with PATH Mentoring Program
  - Assisted in delivering programs that heightened cultural awareness and multicultural understanding
  - Promoted Study Abroad
- Development Coordinator**, Big Brothers Big Sisters of the Bluegrass Sept 2014 – Dec 2014
- Managed annual Big in the Bluegrass gala
  - Developed and implemented comprehensive annual giving program by cultivating donors
  - Created corporate and foundation proposals
  - Attended community events representing the organization
  - Supported Executive Director in obtaining major gifts from individuals and corporations
- Development Coordinator**, LexArts, Lexington, KY May 2013 – Sept 2014
- Planned premium events for individual donors on a tight budget by securing corporate sponsorships
  - Organized and orchestrated annual Fund for the Arts Campaign
    - Created solicitation language and materials
    - Led Campaign Cabinet made up of top executives from many local businesses
  - ResultsPlus Database maintenance

## SKILLS

Conversational Spanish, Social Media, Fundraising, Event Planning, Community Outreach, Microsoft Office