

Emily Elizabeth Evans

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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