

# JULIA GAINES

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Peachtree Corners, GA

**SUMMARY:** Seeking an opportunity to use my excellent organizational and management skills from for-profit and non-profit employment, to coordinate, manage and increase productivity within your company.

## PROFESSIONAL EXPERIENCE

**TENDER HEARTS MINISTRY**, Peachtree Corners, GA 2017 –

**Executive Director**

- \*Pastoral counselling
- \*Christian one day journaling retreats for emotional freedom

**ENCOMPASS WORLD PARTNERS**, Doraville, GA 2014 - 2015

**Donor Administration Specialist**

- \*Entering daily accounts receivable, processing over \$6M/7 months
- \*Typing new donor information and changes to database in Raiser's Edge
- \*Performing exemplary customer service
- \*Executing daily, weekly, and monthly statistical reports, queries, and spreadsheets

**LEEWARD CONSTRUCTION**, Honesdale, PA 2012 - 2013

**Field Secretary**

- \*Entered daily logs, wrote Progress Meeting reports, created spreadsheets, fulfilled administrative duties
- \*Represented Leeward at PA State Contracts Bid meeting and Montrose Area Chamber of Commerce

**PATHSTONE, INC.** Montrose, PA 2006 – 2011

**Training and Employment Specialist** - Senior Community Services Employment Program

- \*Qualified over 30 participants for program, located non-profit training sites in three large counties
- \*Created case notes in Citrix, quarterly reports and annual Recertifications
- \*Coached participants in job search, career counseling, and job preparedness
- \*Taught Financial Fitness for Seniors

**HABITAT FOR HUMANITY OF SUSQUEHANNA COUNTY**, Montrose, PA 2003 – 2006

**Executive Director**

- \*Recruited and trained volunteers
- \*Successfully solicited in-kind contributions from Weil McLean, Johns Manville, and Walmart
- \*Promoted affiliate by speaking and presenting at churches and community organizations
- \*Researched, located and secured property for \$1, site supervisor
- \*Successfully wrote and obtained a \$10,000 grant from Proctor & Gamble
- \*Created publicity including annual appeal, newsletters, and a video
- \*Single handedly established first budget by analyzing previous four years financial activity
- \*Supervised 1 part-time Title V worker and 15 Collegiate Challenge students

## PREVIOUS PROFESSIONAL EXPERIENCE

**Records Associates**, San Francisco, CA - **Project Administrator**

**Qwest Communications**, San Francisco, CA - **Account Executive**

**Irwin Memorial Blood Bank**, San Francisco, CA - **Donor Recruiter**

**Girl Scout Council of Greater New York**, NY - **Field Advisor**

**Salvation Army Facilities for Children**, Honolulu, HI - **Childcare Worker**

## EDUCATION

**Penn State University - B.A., Psychology**; University Park, PA

**Broome Community College - Certificate in Web Design and Management** GPA 3.95

**Dale Carnegie - Human Relations and Effective Speaking Course; Sales Course**

Certified Business Planner, H&R Block Certified Tax Professional; Leadership 2020 - Class of 2005

Oxford Seminars - Certified ESL teacher; Business Module - with honors