

MARGARET DELANO

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SUMMARY OF QUALIFICATIONS

Background in several non-profit organizations using fund raising, budgeting, and public relations skills. Experience with internet protocol and web design.

EDUCATION

Pitzer College, Claremont, California

Bachelor of Arts – American Studies, May 2007

Graduated Cum Laude

RELATED EXPERIENCE

Women's Resource Center, *Fundraising Assistant*, Upland, California

Assist director with all special and annual fundraising events. Coordinate mail and major donor development programs. Research grant opportunities. Managed donor history using database and spreadsheet programs. June 2006 - present

Youth Cares Center, *Intern*, Pasadena, California

Recruited and coordinated outreach programs for tutees and tutors. Trained and supervised tutors. Collaborated with high school teachers, administration, and staff. Built students' English language skills by developing activities. Planned and led field trips that promoted English learning. Served as a liaison between the center and a high school. September 2005 - May 2006

ADDITIONAL EXPERIENCE

Radcliffe Publications, *Webmaster*, Los Angeles, California

Edited and managed webpages of two departments. Maintained and updated existing web site development projects and proposals. Designed graphics for print media. Researched and learned new Internet and digital design technologies. Used HTML 3.0 and a wide range of graphic design software. January 2005 - May 2005

Honnold Library, *Library Assistant*, Claremont Colleges, Claremont, California

Assisted at reference desk. Greeted visitors and answered telephones. Catalogued book requests onto database. Shelled books. September 2004 - May 2005

VOLUNTEER EXPERIENCE

Project Sister, Crisis Counselor

Pomona Library Literacy Program, Reading Tutor

SKILLS

Computer: Microsoft Word, Java, Excel, Powerpoint, and Photoshop.

Language: Fluent in Spanish