

Allison Murphy

Highlights of Skills:

- Excellent organizational skills and strong attention to detail, with proven ability to handle multiple tasks efficiently and effectively
- Ability to quickly identify and prioritize issues, create solutions, and meet deadlines
- Exceptional communication skills
- Skilled in Microsoft Office and Raiser's Edge

Education:

Earning Bachelor of Arts, Hanover College, Expected Graduation: May 2020

Major: Biochemistry; Business Scholar

Cumulative Grade Point Average: 3.6; Dean's List

Internship Experience:

Events and Developmental Intern, St. Vincent Foundation (Jun. 2019 – Aug. 2019)

- Corresponded with businesses to secure auction items for the foundation's events - Love It! Soiree and Rock the Runway; Secured over \$10,000 in auction items
- Proactively sought out how to improve employee giving campaigns which resulted in the development of a pledge form targeted toward certain donors
- Prepared summaries over different grant-makers allowing team to prioritize and pursue the most valuable grants
- Organized and input data on Raiser's Edge software system relating to the fund agreements allowing for a more efficient process when locating funds

Leadership Experience:

VP of Standards and Risk, Panhellenic Council (Jan. 2019 – Present)

- Oversaw four sororities to ensure they were following the recruitment rules and the Panhellenic bylaws
- Mediated the judicial process if a recruitment or National Panhellenic Council rule was broken
- Organized activities for New Members to introduce them to Panhel and the Greek community

Corporate/ Hospitality Chair and Fundraising Chair, Dance Marathon (Apr. 2018 – Present)

- Managed in-kind and monetary donations to Riley Children's Hospital
- Arranged fundraising efforts to maximize profits by contacting local businesses to ask for donations
- Oversaw the fundraising effort of the participants to ensure that they were individually fundraising
- Facilitated activities for dancers

Philanthropy Chair, Kappa Alpha Theta (Jan. 2018 – Jan. 2019)

- Organized two main fundraising events including Grilled Cheese Please and Puppy Party
- Communicated roles of different members to ensure the events went accordingly

Budget Coordinator, Archery Club (Jan. 2017 – Present)

- Supervised spending for club activities
- Developed club budget using *Excel* to ensure maintenance of club goals
- Participated in student senate meetings