

BROOKE SENDER

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Development:

Development and Special Events Intern: American Dance Festival, Durham, NC (2016)

- Completed daily office work such as mailing, filing, answering phones and creating and updating spreadsheets in Excel and Microsoft
- Reported to the Director of Grants and Development Operations and Director of Individual and Corporate Relations for all aspects of administrative support
- Organized and assisted in the process of acquiring in-kind donations throughout the Durham community both on-site and in-office
- Completed donor database reconciliation for the 2015-2016 fiscal year
- Wrote print and e-mail solicitation letters to past donors
- Created and sent e-invitations for 6 Donor performance events, as well as other donor events for the festival
- Set up events and ran the President's Lounge for donors at 14 modern dance performances at Durham Performing Arts Center
- Offered ideas and strategies on campaigns and events

Professional Fundraiser: Ruffalo Noel Levitz and the Butler Telefund (2014-2015)

- Held conversations with potential donors and used speaking skills to obtain gifts from \$5-\$2,000 over the phone through credit card system and direct mail.
- Updated contact information on the database and surveyed prospective students.

President, Secretary and Historian of Sigma Rho Delta-Honorary Dance Fraternity (2013-2016)

- Instructed 70 members of Butler Ballet as head of the organization at weekly meetings and ceremonies
- Looked over grants for scholarship applications and donated \$6,000 per year as an organization to outside nonprofits
- Served as a liaison between dancers and the faculty advisor
- Updated an electronic list of 300 Butler Ballet alumni
- Kept minutes for meetings as well as an updated electronic database for all member and organization files.

Customer Service/Other Experiences:

Professional Fundraiser for Ruffalo Noel Levitz and the Butler Telefund (2014-2015)

- Dealt with negative feedback and complaints from prospects while maintaining a professional and positive demeanor over the phone.

Resident Assistant at Kaatsbaan International Dance Center (2014)

- Was 1 of 2 that took general care of 45 dancers ages 13-19 for 7 weeks. Served as a liaison between dance faculty, nurses, administration, dancers, and their parents on a daily basis.
- Duties included serving food, performing nightly bed checks, managing finances, planning and chaperoning excursions and trips to shows and attractions, and administering and documenting medications.

Dance Instructor and Assistant for Judith Svalander School of Ballet (2008-2013)

- Worked as assistant at the front desk working with parents and dancers at auditions and answering phone calls.
- Dance teacher, substitute and assistant from ages 3-adult for ballet, tap and character. Served as the primary tap dance instructor for 3 tap classes during summer 2013 ranging from age 5-adult.

Education:

- **B.S. Dance-Arts Administration** (GPA: 3.62)
- **Butler University**, Indianapolis, IN
Class of 2016- Presidential Academic Scholarship
- Extensive coursework in managing a non-profit organization, marketing, and strategic communications

Skills:

- Proficient in Microsoft Office with knowledge of Illustrator, InDesign, and Photoshop
- Quick study for database programs, fully trained in File Finder, Campuscall Phonathon and Enrollment Management software systems
- Knowledge of Associated Press and Chicago style guidelines
- Classically trained in ballet, modern, jazz and tap dance and proficient in reading music
- Eager to learn mentality with a friendly demeanor

Volunteering:

- Volunteer for Gleaner's Food Bank – Indianapolis, IN (2013-2014)
- Sorted food items for distribution.
- Glendale Library's Nutcracker Workshop –Indianapolis, IN (2013-2015)
- Taught dances to children in the Indianapolis area, helped with crafts, and served snacks each December.

Campus Involvement:

- National Society of Collegiate Scholars
- Butler Ballet
- Sigma Rho Delta Honorary Dance Fraternity
- Epsilon Beta of Alpha Phi
- Senior Class Council