



Claire Hafeman

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DETAILS

SKILLS

Microsoft Office

Google Drive

Raiser's Edge

Canva

Thankview

Interpersonal
Communication

Flexibility and
Adaptability

Decision Making

PROFILE

Graduating communication and media studies student with proven organizational and collaborative skills. As a Green Bay native, I have been an active participant in my local and college communities. Hoping to pursue a career in non-profit fundraising post-graduation in order to exemplify internal and external communication and leverage problem solving within a leadership role.

EMPLOYMENT HISTORY

Student Philanthropy Intern and Assistant Director of Phonathon, St. Norbert College

Feb 2020, De Pere

- Organizing donations to the college
- Calling prospective donors to the college in order to build rapport and raise funds
- Planning and helping to coordinate large annual giving day event for college advancement
- Maintaining a positive and successful calling center for student-callers of the Phonathon
- Mastering the calling software to ensure a smooth calling shift for callers
- Interviewing and training potential callers to ensure total execution and preparation of the job
- Utilizing software programs such as Raiser's Edge, Campus Call, and Thankview

Beverage Cart Attendant, Royal Scot Golf Course and Supper Club

Jun 2021 — Oct 2021, New Franken, WI

- Served food and beverages to customers on a daily basis as a bartender and beverage cart attendant on the golf course
- Maintained proper inventory of supplies to ensure financial success
- Answered phone calls to schedule reservations and tee times for customers
- Led and managed the success of many golf outings and large events

Office Manager and Crew Member, N.E.W. Landscape and Lawncare

May 2019 — Aug 2020, Suamico, WI

- Produced accurate office files and updated spreadsheets and payments using Quickbooks
- Answered phones to maintain customer satisfaction and receive payments
- Member of a landscape crew that worked at commercial properties cutting grass, pulling and spraying weeds, and maintaining perfect lawn care

EDUCATION

St. Norbert College, Bachelor of Arts in Communication and Media Studies

Aug 2018 — May 2022, De Pere, WI