

AUDREY COOPER

Seattle, WA • (206) 565-6124 • audreycooper23@msn.com • www.linkedin/in/audcooper

Coordinator—International Programs

Experienced non-profit leader, fundraiser, and program manager with extensive experience launching new philanthropic projects and initiatives. Committed to social justice and the effective advancement/advocacy of education, health, housing, and family/youth issues on an international scale. Outstanding communicator and relationship-builder. Passionate about pulling people together, locally and globally, to make a difference.

Highlighted Skills & Qualifications Include

Masters in Public Administration (MPA)
Superior Program & Project Management Skills
Community Outreach & Program Advocacy
International Work/Travel Experience
Fundraising, Development & Donor Relations

Conversational Fluency in French
Passion for Working w/ Diverse Populations
Organizational Skills & Event Planning
Polished, Diplomatic Communications Style
Volunteer Management & Recruitment Initiatives

PROFESSIONAL/VOLUNTEER EXPERIENCE

Co-Chair, Family Liaison Committee | Spanish American School of Puget Sound (SASPS) 2008-Present
Co-Chair of the Family Liaison Committee for this 360-student Spanish-language Immersion school

- Work closely with school administration and the parent community to find better ways to integrate new families into the school, including many immigrant families with limited (or no) English language skills.
- Revamped a family matching program in order to accommodate 50+ new families entering the school; led innovative new measures to help integrate these new members into the school community.
- Coordinated three high-profile events during the school year involving up to 90 guests; additionally launched/coordinated a new monthly coffee event for parents that attracts ≈50 regular guests.
- Co-launched a Sustainability Team at SASPS to achieve the goal of helping our school become more sustainable; this program involved developing a new campus-wide compost program, hosting special events to educate parents and students about sustainability practices, and coordinating a hands-on environmental restoration event with a group of 30 school volunteers and a local nonprofit.

Parent & Volunteer | Career Sabbatical Period 2002-2008
Took time off from career to raise young children and concentrate on philanthropic activities

- Spent two weeks working at the Kawaba Children's Center in the Kawaba Slum in rural Nairobi, Kenya; helped the school launch a new feeding program for 130 students living in extreme poverty.
- Developed and taught a curriculum to teach creative writing to 5th-8th grade students, in addition to additional curriculum aimed at teaching female developmental issues to girls at the school.
- Lived abroad in Spain from 2006-2008, gaining full conversational fluency in Spanish.
- Devoted substantial time during this period to numerous non-profit organizations including EarthCorps, Women's Funding Alliance, TreePeople, Create-a-Smile, and Catholic Community Services.

Director of Child Assistance Programs | Global Association for Children & Parents (GACAP) 2001-2002
Developed/managed child assistance programs for this international, non-profit adoption agency

- Collaborated with domestic and foreign agencies in China, India, Korea, the Philippines, Romania, Russia, and Thailand in order to provide basic needs assistance to orphaned and poverty-stricken children.
- Implemented child and project sponsorship programs; evaluated and processed requests for assistance, tracked and disbursed funds to partner agencies, obtained documentation and feedback from partner agencies, and prepared statistical reports and updates on child assistance activities.
- Managed an in-kind donation program including systems for evaluating/responding to donation requests and for expediting the inventory, storage, and delivery of in-kind donations.

- Collaborated with program staff to identify the needs of orphaned children waiting for adoption.
- Represented WACAP's Child Assistance Department in public forums; worked with the communications department to accurately represent the mission and accomplishments of WACAP programs.
- Personally traveled to China, India, and Korea in order to evaluate child assistance programs; had the privilege of escorting a young physically-disabled girl from Madras, India to her new family in the U.S.
- Within first year, was awarded a significant salary increase and asked to sit on WACAP's Administration Committee, a leadership group tasked with setting vision and direction for the agency.

CONSULTING & INTERNSHIP ROLES: 1997-2000

- **Graduate Research Assistant, USC Neighborhood Participation Project (NPP)**
Coordinated a 200-person conference, including creating the project's fall and spring newsletters, researching project funding sources, and working closely with USC faculty and other project members to help design and implement a new Neighborhood Council system for the City of Los Angeles.
- **Development Intern, USC Office of Development & External Affairs**
Planned fundraising and external events for alumni and donors and potential donors; assisted with grant writing, researching funding sources, and composing alumni communication pieces.
- **Intern, Beyond Shelter**
Developed and managed a Family Advisory Board which involved working with homeless families to find permanent housing. Researched childcare resources and relevant statewide policy changes.
- **Intern, Grantsmanship Conference**
Assisted the Samis Foundation and Jewish Education Council in the planning of a city-wide, four-session conference on grant writing and research. Developed program curriculum; obtained in-kind donations and conference materials; coordinated speakers; managed volunteers; secured event locations.
- **Consultant, Families & Education (F&E) Levy Campaign**
Managed logistics for Seattle's 300-person F&E Levy Campaign kick-off event. Coordinated volunteers, assisted with program development, and personally oversaw all event logistics.

MICROSOFT EXPERIENCE: 1990-1996

Spent 2 years as a **Technical Recruiter** recruiting technical employees for Microsoft's software development divisions. Prior to this, worked as an **International Telecommunications Analyst & Coordinator** responsible for managing the implementation of telecommunication systems/services for Microsoft's corporate Facilities Department, as well as the company's U.S. field offices and international subsidiaries.

EDUCATION & TRAINING

Master of Public Administration , University of Oregon	2000
<ul style="list-style-type: none">• <i>Specialization in Nonprofit Policy & Management</i>• <i>Outstanding Graduate Student Award & Merit Scholarship Recipient</i>• <i>Board Member, Oregon Graduate Public Administration Community (GPAC)</i>	
Project Management Certificate Program , University of Washington	2007
Bachelor of Arts , Political Science Indiana University	1988
Indiana Overseas Study Program , Barcelona, Spain	1986

ADDITIONAL COMMUNITY INVOLVEMENT

EarthCorps, Homestay Family; **Women's Funding Alliance**, Volunteer & Fundraiser; **TreePeople**, Volunteer; **Catholic Community Services**, Volunteer Legal Aide; **Mt. Rainier & Olympic National Park Fundraising Climb**, Climber & Fundraiser; **Microsoft Giving Campaign**, Department Coordinator