

HELEN BRINCEFIELD

ABOUT

Experienced professional with a demonstrated history of working in higher education. Skilled in nonprofit management, social media strategy, event management, communication and performing arts.

EXPERIENCE

ASSISTANT DIRECTOR OF ALUMNI ENGAGEMENT

Ohio Northern University | June 2019-Present

- Coordinating off-site and campus events
- Managing Alumni club program and budget
- Communicating to mass constituents
- Assisting in office operations: communications and social media

EXECUTIVE ALUMNI SPECIALIST

Ohio Northern University | January 2017 - June 2019

- Planned and executed major events from start to finish
- Provided Customer service and office operation management
- Assisted Director with Alumni Board correspondence and management

ADVANCEMENT & DONOR RELATIONS INTERN

Ohio Northern University | August 2017 - January 2017

- Communicated with donors via phone, email, mailings, video and in person
- Planned stewardship and event management for donors and alumni
- Updated databases, wrote and edited copy and general office operations

GRANT WRITING VOLUNTEER

Fendig Summer Theatre for Children | January 2015-February 2018

- Wrote five successful grants to foundations
- Created two video grant submissions for national grants
- Researched opportunities for organizational needs

COMMUNICATIONS PUBLICITY

Ohio Northern University | Music Department | August 2015-January 2017

- Designed graphics and event posters
- Communicated directly and electronically to prospective students

EDUCATION

BACHELOR OF ARTS, COMMUNICATION STUDIES

MINORS: SOCIAL MEDIA, ARTS ADMINISTRATION, PUBLIC RELATIONS

Ohio Northern University | 2014 - 2017

PROFESSIONAL SKILLS

- Social Media Strategy
- Event Planning/Logistics
- Project Management
- Customer Service
- Volunteer Coordination
- Budget Management
- Layout Design
- Edit Content/Copy
- Hootsuite Certified

PERSONAL SKILLS

- Organized
- Time Management
- Motivated
- Reliable and professional
- Fast Learner
- Team player
- Problem Solver
- Creative Spirit

CONTACT

219.207.1458
h-brincefield@onu.edu
www.helenheinig.com
@helenbrincefield



REFERENCES

BARBARA MEEK

Director of Alumni Engagement
b-meek@onu.edu

REBECCA HIBBARD

Associate Director of Alumni Engagement
r-hibbard@onu.edu

NICOLE NEELY

Associate Director of Alumni Engagement
n-neely@onu.edu