



PROFESSIONAL SKILLS

Event planning & coordinating
Fundraising
Social media strategy
Marketing
Web content development
Copywriting
Grant writing
Layout design
Editing & proofreading
AP Style, MLA format, Chicago Style

PERSONAL SKILLS

Creative spirit
Reliable and professional
Organized
Time management
Team player
Fast learner
Motivated
Attentive to detail

CONTACT

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SOCIAL

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BECCA SCHMITT

NONPROFIT DEVELOPMENT AND EVENTS

ABOUT

I am an experienced digital marketer, copywriter, and event coordinator seeking a part-time position in the event, marketing, or writing field, where I can apply my knowledge and skills for continuous improvement.

WORK EXPERIENCE

DIRECTOR OF DEVELOPMENT

Redeemer Christian Foundation | July 2019 - Present

- Create and curate all communications
 - social media, website, email campaigns
- Coordinate all aspect of fundraising
 - direct mail appeals, acquisition campaign, grant writing
- Plan and coordinate nonprofit events

SPECIAL EVENTS ASSISTANT & GRANT WRITER

Union Gospel Mission of Tarrant County | August 2018 - June 2019

- Assisted with event logistics for large-scale events (400+ attendees)
 - vendor contracts, menu, AV, rentals, booking entertainment, budget
- Managed grant writing program, including meeting deadlines, reporting, and tracking
 - successfully brought in over \$500,000 for mission in less than 12 months

EDUCATION

BACHELOR OF ARTS, DIGITAL & PRINT JOURNALISM

University of North Texas | 2016 - 2018
-GPA 3.89
-Minor in English

CERTIFICATIONS

FACEBOOK BLUEPRINT

NONPROFIT MANAGEMENT