
Professional Experience

Alumni Relations Coordinator

Harvard Alumni Affairs, Cambridge, MA | June 2020 - Present

- Organized 25+ alumni events annually, increasing attendance by 18%.
- Managed communications to 10,000+ alumni, boosting newsletter open rates by 22%.

Event Assistant

MIT Alumni Association, Cambridge, MA | August 2018 - May 2020

- Supported event logistics for reunions, handling vendor coordination, and on-site setup.
- Updated the alumni database, improving data accuracy by 30%.

Education

M.A. in Communications

Boston University | 2018

B.A. in Journalism

Boston University | 2016

Jessica Davis

Alumni Relations Coordinator

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Alumni Relations Coordinator with four years of experience planning events, managing communications, and growing alumni networks. Skilled at donor outreach and database management to enhance engagement.

Key Skills

- Event Management
- Communications
- Database Management
- Donor Outreach