

Angela Ann Aldrich

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PROFESSIONAL SUMMARY

High-energy professional offering a background of accomplishments in volunteer and program coordination, fundraising, and donor cultivation. Strong planner and problem solver who readily adapts to change, adds value, works independently and exceeds expectations. Excellent experience in administrative management and a proficiency in Microsoft Office. Communicates well with people at all levels. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

Key Strengths

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| <ul style="list-style-type: none">➤ Office Management➤ QuickBooks/Accounting➤ Program Development and Management | <ul style="list-style-type: none">➤ Database Administration➤ Fundraising➤ Revenue Generation | <ul style="list-style-type: none">➤ Volunteer Coordination➤ Event Management➤ Spreadsheets and Reports |
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PROFESSIONAL EXPERIENCE

Hope Lives! The Lydia Dody Breast Cancer Support Center

April 2010 to January 2018

Associate Director/Client/Model/Volunteer Care Coordinator/Event Planner/Interim Executive Director
Supervisor: Melissa Venable 970-218-8109

- Responsible for administration of volunteer programs.
- Organized, managed, and assisted approximately 70 volunteers annually.
- Established relationships with potential community groups and organizations for recruitment sources of volunteers. Developed and maintained relationships with volunteers.
- Planned and directed corporate and group volunteer events, socials, and appreciation dinners.
- Improved volunteer management tracking system: maintained volunteer files, records, reports, and database, including tracking volunteer projects and hours.
- Coordinated marketing, fundraising, and recruitment events.
- Donated approximately 120 office hours, 70 hours to silent auction committee, 10 hours at Pink Boa 5k, and 30 hours to Living Life In The Pink Gala.

- Solicit and recruit local area business to become sponsors and donors for annual fundraisers including the Pink Boa 5K Run/Walk and the Hope Lives! “Celebrating Life in the Pink” Gala
- Pink Boa 5k: Recruited Chick Fil-A to provide 300 sandwiches, Trader Joe’s to provide fruit and granola bars, and TCBY to provide 400 frozen yogurts, and the Human Bean to provide coffee post-race. Solicited \$500 in donations from Fort Collins and Denver businesses for top runner prizes.
- Participate on the silent auction committee for Gala for 5 years. In 2015, brought in donations for live and silent auction with a retail value of approximately \$15,000 from over 70 local and national businesses including Southwest Airlines, Disneyland, and Harrah’s Las Vegas. Actively involved in the set-up and tear-down of the event.
- Created and managed new fundraisers, all of which netted revenue.
- Wine Grab: Generated \$4800 in revenue for the Gala plus wine donations valued at \$1600, wine bag prizes of \$1500, and grand prize donations of \$2,400.
- Pateros Creek Brewery and Fort Collins Brewery: Coordinated with FCB to make a pink Helios beer for Hope Lives! for Breast Cancer Awareness month.
- Established the Colorado Eagles as a new sponsor with fundraisers scheduled and secured an invitation for Hope Lives to participate in Hockey Fights Cancer weekend.
- Process Hope Lives! applications for women newly diagnosed with breast cancer.
- Familiarize new clients with appropriate providers and educated about services available during and after treatment for breast cancer.
- Recruit, promote, and process paperwork for new service providers.
- Generate provider tracking data and database of current clients and Hope Lives! Alumni using various computerized programs and spreadsheets.
- Responsible for Accounts Payable, Accounts Receivable, and reconciling QuickBooks for 2015.
- Communicate via mass mailings and social media with clients, current and previous donors, and service providers about fundraising events including Colorado Gives Day and End of Year Giving letter.
- General office management and organization.

Self-Employed

Office Support/Home Health Aide

July 2001-March 2018

Supervisor/Owner: Betsy Hoff 970-217-7912

- Provided office support to company owner by answering telephones, emails and conducting interviews with potential clients and employees.
- Maintained records of patient care, condition, progress, and problems in order to report and discuss observations with family and case manager.
- Provided patient care: dressing, grooming, meal preparation, shopping, errands, and household management. Accompanied clients to doctors' offices and on other trips outside the home, providing transportation, assistance and

companionship. Administered prescribed oral medications under written direction of physician or as directed by home care nurse.

Sonshine Remodeling

General Laborer/Painter

July 2001-April 2015

Supervisor/Owner: Richard Hoff 970-420-2664

- Assisted owner with residential remodeling projects, including carpentry, plumbing, insulation, interior/exterior painting, and tile work. Ensure optimal work quality and customer service. Completed projects on time and within budget.
- Projects ranged from installing simple fixtures to doubling the square footage of a home.
- Highly entrusted by homeowners to work in home without supervision.

EDUCATION

AIMS Community College - Greeley, CO Medical Administration

•PC Spreadsheet Concepts/Excel • Office Administration •Medical Terminology•Complete PC Database •Legal Environment of Business

COMPUTER SKILLS

MS Word	MS Outlook	MS Publisher
MS Excel	MS Access	FileMaker Pro
MS PowerPoint	MS Project	Quickbooks

HONORS

Presidents List of Academics Scholars- GPA 4.0 for 3 continuous semesters