

Jacqueline Poor Hahn

Conference Coordinator

1195 Oakhurst Drive
Broomfield, CO 80020
T: 303-404-2023
C: 303-726-1220
jackiepoorhahn@comcast.net

Objective

Seeking a challenging position, utilizing my conference coordination and organizational abilities

Key Skills

Conference Coordination	Evaluation and Reporting
Volunteer Coordination	Sponsor Solicitation and Retention
Database Creation and Maintenance	Policy and Procedure Development/Manual
Workshop Development	Nonprofit Board and Organization Experience
Website Design and Maintenance	Microsoft Office Professional experience

Work Experience

Housing Colorado, Denver

1995 – Present

Conference Coordinator, employee since January 2012

Independent Contracted Conference Coordinator 1995-2011

Coordinated annual 4 day conference with over 500 attendees.

- Responsible for all aspects of conference coordination, including
 - All site selection, negotiation and contracting with hotel
 - Meal selection, scheduling, AV coordination, event coordination
 - Budget development and working within a budget. Accounting and reconciliation
 - Registration, including design, customer service, data entry and onsite registration preparation and coordination
 - Marketing, including preparing brochure and program, website design and maintenance and E-newsletters
 - Workshop development, coordination and evaluation. Developed and organized over 40 workshops during conference, using over 100 panelists, using an RFP process and a selection committee
- Built and maintained membership database for organization
- Solicited sponsorships. Oversaw sponsorship program, making sure sponsors received all the benefits they had been promised
- Overseeing scholarship program, and working with scholarship committee to facilitate the resident leader scholarship program
- Working with over 60 volunteers annually, including monthly planning meetings and coordinating multiple sub-committees
- Keynote Speaker Coordination
- Conference Evaluation and Reporting
- Working with vendors related to the conference, including sponsors, award companies, printers, graphic artists, exhibitors
- Grew the conference from 250 attendees in 1995 to over 600 attendees in 2011. Increased revenue from just breaking even in 1995 to over \$100,000 in sponsorship revenue.

Work Experience continued

Self Employed, Broomfield **1996-2012**

Independent Conference Coordinator — Contract Work

Clients included: Colorado Coalition for the Homeless, Housing Justice!, Boulder County Civic Forum and International Society for Advancement of Humanism in Medicine

Incentive Concepts and Event Coordinators, Lakewood **1994 - 1996**

Conference Coordinator

**Skadden, Arps, Slate, Meagher & Flom; Shea and Gould, New York
Hall and Evans, Denver** **1989 – 1994**

Legal Assistant

Work included being the Senior Legal Assistant on a major product liability case, overseeing and organizing 2000 cases.

Additional Experience

Westgate Community School, Thornton **2008 – Present**

School Founder, Founding Board Member and Current Board President

Helped start a charter school for at-risk children who are not thriving in traditional school environments. Process included writing a charter application, working with Adams 12 School District, finding students to attend the school, grant writing, working with the Board, Executive Director and contracted experts to find and then ultimately purchase a building using bonds. Developing policy and procedure, including writing the board handbook.

Education

State University of New York at Stony Brook, Stony Brook, NY

B.A. in Psychology and Sociology, 1988

Adelphi University, West Hempstead, NY

Generalist's Certificate Lawyer's Assistant Program, February 1989

Graduated with Honors in all areas of training

Additional Skills

Extremely proficient in Microsoft Office Professional. Have used Word, Access, Outlook and Publisher extensively and Excel frequently.

References

See attached references