

Karin M. Daniels
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May 2013 to Present: SAINT WILLIAM CHURCH, Naples, Florida

Position: Administrative Assistant - Full Time (May 2017 to Present)

- Obtain diocesan approvals for visiting speakers/priests, coordination with other area parishes for collaborated church services, meetings, and retreats, maintain appointment calendar for Pastor.
- Maintain parish Safe Environment records, coordinate background screening/training for parish employees and volunteers. Submit reports to Diocese of Venice, monitor and follow up renewals.
- Oversee and manage parish calendar: schedule programs, meetings, and events for all in-house ministries and affiliated community groups.
- Manage hospitality committee and logistics for parish events, retreats, receptions, staff meetings. Serve as chairperson for annual Parish Picnic, securing and managing volunteers, coordination of food and beverage, entertainment, games.
- Attend staff meetings, pastoral meetings, finance committee, and capital campaign meetings, preparing minutes and distributing to staff members.
- Serve as initial contact for church weddings: conduct intake interview, assign priests, assist as necessary through marriage preparation process.
- Handle administrative needs for Pastor and Director of Operations: making appointments, follow up calls/emails, composing correspondence, maintenance of filing system.
- Marketing and administrative assistance for fundraising project for new Community Center. Liaison with major donors, organizing receptions, dinners, mailings, maintaining donor list, naming opportunities, pledges and gifts received for parish.

Position: Ministries Assistant – Full Time (May 2013 to May 2017)

- Administrative support for three Directors: Youth Ministry, Family Faith Formation and Adult Faith Formation.
 - Created bulletin pages to advertise programs/events, tracked RSVP's, maintained rosters.
 - Prepared meeting rooms, program handouts, serving as greeter and hostess at most events.
 - Receptionist for Ministry Center building, greeted walk-ins, assisted and directed as needed.

(Over)

October 2010 to December 2012 JOHN R. WOOD PROPERTIES, Bonita Springs, FL**Position: Assistant to "Treasure my Home" Real Estate Team – Part Time**

Administrative Assistant to realtor team. Entry of listings into multiple websites, input and maintenance of customer database system, distribution of monthly email newsletter, scheduling showing appointments, maintaining contract files.

March 1990 – October 2010 PRINCESS HOUSE PRODUCTS (Based in Taunton, MA)**Position: Area Manager**

- Managed all aspects of running home based direct sales business of home products
- Prospecting, marketing, and customer service for all new/ongoing customers
- Sales management for SW Florida sales team; meeting personal and group monthly quotas
- Coordinate and execute sales meetings, trainings, and special events for recruiting purposes
- Reporting and communication of activity with home office and regional manager

Skills: Proficient in Microsoft Office, various Database Systems and Volunteer Management Systems

Education: Marketing/Business – Coastline College, Costa Mesa, CA

Attributes: Organized, detail-oriented, dedicated, customer-service driven, self-starter
Volunteer, Youth Ministry (Vacation Bible School, LifeTeen and Edge Church Programs)

REFERENCES AVAILABLE UPON REQUEST