

AMELIA SHUGAR



SKILLS

ADMINISTRATION

My administrative skills have served me well in academia where I have been recognized for my positive efficiency and organization.

COMMUNICATIONS

The experience garnered from the advancement teams of two internationally recognized academic institutions has honed my ability to identify organizational goals and target audiences to develop effective marketing materials.

PUBLISHING & EDITORIAL

I am a highly collaborative editor with an appreciation for diverse voices. My relaxed yet detail-oriented editorial style allows me to cultivate a work atmosphere where authorial creativity can thrive.

PRACTICAL SKILLS

Mac & PC
Salesforce CRM
Blackthorn Events
ActOn Email Marketing
Adobe Creative Suite
Freelance Writing
Basic HTML/CSS
Chicago Manual of Style
Zoom/REMO Virtual Events

ACADEMIC ATTAINMENT

Michigan State University

BACHELOR OF ARTS
IN PROFESSIONAL WRITING, 2020
4.0 Grade Point Average

Northwestern Michigan College

ASSOCIATE IN SCIENCE & ARTS, 2011

INTERESTS

Blogging, Arts & Photography
Antiquarian Books

COMMUNICATIONS & ADMINISTRATION

Stewardship Coordinator

INTERLOCHEN CENTER FOR THE ARTS PHILANTHROPY OFFICE
SEPTEMBER 2021 TO PRESENT

- Foster positive and lasting relationships between Interlochen and its benefactors by providing recognition of gifts to Interlochen
- Implement donor recognition and stewardship communications, including processes, procedures and design projects
- Assist with the Interlochen Priority Ticketing program
- Organize and implement donor events and provide onsite event support
- Generate and maintain contact records, reports, campaigns, donor and guests lists from data systems

Administrative Coordinator

MICHIGAN STATE UNIVERSITY OFFICE OF INDIVIDUAL GIVING,
NOV 2018 TO SEPTEMBER 2021

- Edited and designed internal documents
- Designed communication documents for special constituency programs
- Produced internal and external events via Zoom and REMO
- Provided administrative support to the Special Constituencies team
- Managed Outlook calendars, travel reimbursements, and accounting

Event Assistant

MICHIGAN STATE UNIVERSITY ALUMNI & DONOR RELATIONS,
OCT 2015 TO OCT 2018

- Provided office and accounting assistance to unit and managed event registrations
- Engaged with MSU donors and prospects over the phone and at events
- Coordinated registration for Campaign Celebration events.

MARKETING & EDITING

MSU Libraries Short Edition Volunteer Editor

MICHIGAN STATE UNIVERSITY, JAN 2020 TO AUGUST 2020

- Reviewed acquisitions for possible publication
- Collaborated with editorial team on style guides and story submissions

ing Magazine Writer & Editor

MICHIGAN STATE UNIVERSITY | M3 MEDIA GROUP, AUG 2018 TO MAY 2019

- Developed magazine and blog content for East Lansing residents
- Copyedited magazine articles and reviewed proofs prior to publication

Publishing Administrative Assistant

PARTNERS PUBLISHERS GROUP | PARTNERS BOOK DISTRIBUTING
THUNDER BAY PRESS, SEP 2011 TO OCT 2015

- Copyedited Thunder Bay Press titles and assisted with eBook production
- Compiled marketing material for VP sales meetings in New York
- Organized regional book signings for local authors
- Processed marketing and distribution contracts for PPG publishers