

Andrew Stitt

EXPERIENCE

PROJECT MANAGEMENT INSTITUTE

Newtown Square, PA

Educational Foundation Associate

Mar 2007 – present

- Oversees the awards program which includes over \$80K in scholarships and international scientific research paper competitions
- Writes, edits, and publishes organizational e-newsletter; reviews website and other promotional materials with marketing department to ensure accuracy and effective messaging to target audiences
- Documents policies and procedures, facilitates periodic review amongst staff, and suggests business process improvements
- Executes gift processing procedures and ensures donor recognition and stewardship
- Maintains legal compliance through timely and accurate annual state filings as a charitable organization

AMERIKAZ MOST WANTED INTERACTIVE ENTERTAINMENT

Philadelphia, PA

Editorial Writer, Blog: <http://www.amwie.blogspot.com>

Apr 2007 – Dec 2007

- Wrote news stories with editorial commentary for an urban music industry blog
- Covered political and cultural issues in addition to writing music reviews

AMERICAN ASSOCIATION FOR CANCER RESEARCH

Philadelphia, PA

Staff Assistant, Executive Office

Jun 2004 – May 2006

- Handled multiple responsibilities for senior individuals in the organization, such as the CEO, members of the Board of Directors, and other VIP's
- Created and implemented clerical-related operational procedures for the Executive Office
- Handled travel, hotel, and other meeting logistics for the CEO
- Assisted at the Annual Meeting by aiding VIP members with their housing and registration and providing on-site support

EDUCATION

TEMPLE UNIVERSITY, The Annenberg School of Communications, GPA of 3.22

Philadelphia, PA

Bachelor of Arts in Broadcasting, Telecommunications, and Mass Media

Aug 1999 - May 2003

Minor in Spanish

- Earned admission into Sigma Delta Pi Spanish Honor Society
- Held several positions at WHIP 91.3 FM Temple Student Radio Station including program director, on-air personality, news-reader and writer, and voice-over artist for commercials

ACTIVITIES

PROFESSIONAL MEMBERSHIPS

- ASAE & The Center for Association Leadership – Member of the Communications Professional Interest Section
- Association Foundation Group

VOLUNTEER WORK

- Jewish Relief Agency – Participates in monthly food drives by packing boxes and delivering them to low-income Jewish families

SKILLS

BUSINESS

- Editorial: Writing, editing/proofreading, layout design
- Basic Accounting: Generating and interpreting financial statements, reconciling accounts, general ledger coding

COMPUTER

- Microsoft: Windows XP, Office 2003, Frontpage, Project
- Lotus Notes, Donor Perfect, Adobe Photoshop, Macromedia Dreamweaver, Cool Edit Pro

LANGUAGE

- Can read, speak, and write Spanish at an intermediate level