

AB

ABBIE BENGE

NONPROFIT PROFESSIONAL

(515)508-1944 • abbiebenge@gmail.com • Des Moines, IA

PROFILE

High-energy, organized, enthusiastic, dependable individual who excels in challenging and competitive environments, self starter, quickly incorporates and implements new procedures, strong leadership skills, excellent verbal and written communication skills, High self-motivated individual, who succeeds both independently and as a team member.

EDUCATION

2015 Simpson College
Bachelor of Arts: Integrated Marketing
Communications & Business Management

2019 Drake University
Masters in Public Administration-
Nonprofit Management

WORK EXPERIENCE

Straub Marketing • Client Relations Coordinator
December 2016 - Present

- Manages large print and promotional projects.
- Assists with graphic design projects.
- Communicates effectively with clients on project status.
- Quotes clients on requested print and promotional items.
- Provides support to sales team on special projects as needed.
- Manages customer service team on program orders.

LS2group • Executive Assistant
October 2015 - November 2016

- Managed core business documents and structures.
- Managed the building/property.
- Managed all new business and contracts.
- Managed the company's philanthropy/ community involvement.
- Assisted on all client projects as necessary.
- Booked/arranged all partner travel- domestic and international

Three Razors • Media Relations Intern
January 2015- March 2015

- Updated social media sites on behalf of Three Razors clients.
- Produced content on WordPress and Constant Contact.
- Attended and covered live events on client social media pages,
- Copy and edited all content posted on behalf of Three Razors and its clients.

SKILLS

InDesign	<div><div></div></div>
Illustrator	<div><div></div></div>
Photoshop	<div><div></div></div>
WordPress	<div><div></div></div>
Web Design	<div><div></div></div>
Photography	<div><div></div></div>
Microsoft Suite	<div><div></div></div>

VOLUNTEER

Do More Iowa • Executive Director
May 2016- Present

- Updates and maintains Do More Iowa website.
- Manages all Do More Iowa committees.
- Develops Do More Iowa internal and external processes and implements effectively.
- Leads Do More Iowa board of directors.
- Designs and manages all marketing and graphic design materials on behalf of Do More Iowa and its clients.