



Rebecca Turner
Consulting

Rebecca Turner, Principal

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Summary

- Multi-faceted, highly adaptable professional experienced in event & project management.
- Effective & thoughtful communicator with an ability to connect with a wide range of individuals & audiences to develop productive relationships, impart information, & simplify understanding.
- Resourceful problem solver who works well in complex environments.
- Empowering manager & strong team builder.

Experience

Consultant, Event & Project Management: 2015-present

- Content strategy, instructor recruitment/management, vendor coordination, registration system set-up, logistics management, & attendee communication for workshops, conferences, & fundraising events (30 to ~1400 attendees).
- Comprehensive virtual event development & support.
- Event committee management & team building.
- Project management.

Sample clients:

- Essex County Community Foundation, Danvers, MA
- Planned Giving Group of New England (PGGNE)
- GetSET Essex County, funded by The Tower Foundation
- Berkshire Taconic Community Foundation, Sheffield, MA
- Girls Inc. of Lynn, Lynn, MA
- AANE, Watertown, MA

American Association of Variable Star Observers, scientific nonprofit, Cambridge, MA

Operations Director (2012–2015)

- Organizational Leadership, Managed a team of 6 staff
- Project Management
- Event Management
- Grant Administration
- Education & Public Outreach

American Association of Variable Star Observers, scientific nonprofit, Cambridge, MA

Previous roles:

Event Manager/Project Manager/Grant Administrator

Event Manager/Technical Assistant

Education

Bachelor of Science, University of Georgia

Major in Physics & Astronomy, also studied Theatre

Graduated with honors, Phi Beta Kappa, Dean's List 4 years

Skills

- Event Management (in-person, virtual, hybrid), Project Management, Staff Management, Nonprofit Management, Public Speaking/Presentations/Voiceover, Grant Administration, Volunteer Coordination, Web Content Management, Database Management.
- MS Office Suite, Zoom Meeting & Webinar, GoTo Meeting & Webinar, CVENT, Eventbrite, basic website content management tools, Greater Giving, Photoshop, Adobe Acrobat, QuickTime & GarageBand (for video/audio editing), Mac & PC environments.
- *Very adept at learning new software.*