



Rebecca Turner  
Consulting

Rebecca Turner, Principal

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## Summary

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

## Experience

### Consultant, Conference and Project Management: 2015-present

- Content strategy, instructor recruitment/management, vendor coordination, registration system set-up, logistics management, and attendee communication for workshops, conferences, and fundraising events (30-750 attendees).
- Comprehensive virtual event development and support.
- Event committee management and team building.
- Project management.

#### *Recent 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: 1995-2015 Cambridge, MA

#### Operations Director (2012–2015)

- Organizational Leadership
- Managed a team of 6 staff
- Project Management
- Event Management

- Grant Administration
- Education & Public Outreach

Event Manager/Project Manager/Grant Administrator (2008–2012)

Event Manager/Technical Assistant (1996–2008)

Event Assistant/Technical Assistant (1995–1996)

## Education

Bachelor of Science, University of Georgia (1995)

Major in Physics & Astronomy, also studied Theatre

Graduated with honors, Phi Beta Kappa, Dean's List 1991-1995

## Skills

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