

KIRA WISNIEWSKI



XXXXXXX
Baltimore, MD 21201



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SELECTED PROFESSIONAL EXPERIENCE

National Women's Studies Association, Baltimore, MD

Director of Operations, June 2014 – July 2018

Operations Manager, Jan. 2010 – June 2014

- Led all meeting planning for the national annual conference (2600+ registrants in 2017) and other meetings including, but not limited to: RFPs, contract negotiations, site visits, BEOs, and ADA accommodations
- Created and coordinated processes and structure for association best practices
- Head and maintained association management software (AMS) including, but not limited to: membership data, event registration, and job listings
- Oversaw submissions system for annual conference and all association awards
- Nurtured relationships with all third-party vendors (hotels, venues, audio visual, child care, accessibility, etc) and act as the face of the organization with those vendors
- Managed and oversaw cash flow, monitor expenses, reconcile the bank statements
- Oversaw personnel policies and practices of the organization, including payroll
- Supervised and train interns work and schedules
- Ad-hoc basic design work and website updates

826DC, Washington, D.C.

Co-Founder, Apr. 2008 - Present

- Organization has grown from all-volunteer run to now employing six full-time staff members, more than \$800,000 budget, and serving thousands of students annually
- Supported the transition from Capitol Letters Writing Center to 826DC
- Coordinated and implemented annual grassroots Spring peer-to-peer fundraiser, raising more than \$50,000 annually
- Continue to be committed helping with hotel contracts and assisting on-site for fundraising events

Obama Presidential Inaugural Committee, Washington, D.C.

Accounts Receivable Manager, Dec. 2008- Aug. 2009

- Oversaw and tracked all revenue for the 2009 Presidential Inauguration
- Worked with credit card vendors and financial institutions resolving any revenue issues
- Worked with the CFO to generate reports for filing on behalf of the committee

J-Lab: The Institute for Interactive Journalism, Washington, D.C.

Project Manager, Sept. 2007 - Dec. 2009

- Managed, coordinated and executed all events and travel on tight budgets
- Oversaw and managed multiple budgets, including a \$2.4 million grant from the Knight Foundation
- Maintained relationships with funders
- Organized marketing and publicity efforts of the organization all projects and events

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CERTIFICATIONS, ACHIEVEMENTS, TALKS

- **Certified Meeting Professional (CMP)**, January 2016
- **Digital Event Strategist (DES)**, April 2018
- **40 under 40**, Connect Associations, 2017
- **Smart Women 2017: Doer**, Smart Meetings Magazine 2017
- **TEDxDupontCircle Talk: "Without 'u' it's just volunteering"**, April 2012
A talk discussing the fun and importance of volunteering with a focus on 826DC

CURRENT VOLUNTEER WORK

- **Baltimore City Women's Commission**, 2018 – 2020
- **Experience Grand Rapids Customer Advisory Board**, 2018 – 2021
- **Mount Vernon Belvedere Association Membership Committee**, January 2018 – Present
- **Baltimore Awesome Foundation Trustee**, June 2018 – Present
- **Special Olympics DC**, Unified Partner Basketball, 2012 – Present
- **Fluid Movement**
 - **The Herd**, Dance performance in conjunction with Kelley Bell's Light City installation, Spring 2018
 - **Shakespeare**, Community Based Water Ballet, [Water Droplet](#) in *The Tempest*, Summer 2017

SELECTED CURATION

- **CALL + RESPONSE**, 2010 – 2015
Call + Response was an art show that brings together writers and visual artists. The writers provided the call with an original piece of writing and the visual artists generated a new piece of work in response; the end result is two pieces that speak to each other. The overarching goal is to draw bridges between creative communities. Between 2010 - 2015, the show had five iterations, each year with a new twist.
- **Kiraoke**, 2015 – 2017
A unique karaoke event celebrating friendship featuring a "kiraoke-gram" booth where attendees can create their own karaoke video to send to a long-distance friend.
- **826DC Paddlestar Galactica**, 2013 - Present
A peer-to-peer fundraising ping-pong tournament for cheaters. Participants fundraise for a month cumulating in a bracket style tournament. Players "spend" the money they've raised to purchase cheats to give them the edge over their opponent.

WEBSITE

www.kiraface.com

EDUCATION

University of Miami,
Coral Gables, FL
Bachelor of Science in Communication, May 2006