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CERTIFICATIONS, ACHIEVEMENTS, TALKS

- Certified Meeting Professional (CMP), January 2016
- Digital Event Strategist (DES), April 2018
- 2017 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

VOLUNTEER COMMITMENTS

- CreativeMornings Baltimore Host/Organizer, January 2019 - Present
- Le Mondo Board Member, January 2019 - Present
- Baltimore Awesome Foundation Trustee, June 2018 - Present
- Mount Vernon Belvedere Association Membership Committee, January 2018 - Present
- Special Olympics DC, Unified Partner Basketball, 2012 - Present

EDUCATION

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

KIRA WISNIEWSKI

NON-PROFIT PRO, CERTIFIED MEETING PROFESSIONAL (CMP), DIGITAL EVENT STRATEGIST (DES), CAPACITY-BUILDER, NOVELTY-FUN FAN, CAN-DO ATTITUDE

CONSULTANT, BALTIMORE, MD

AUGUST 2018 - PRESENT

I'm a seasoned event and meeting planner with a can-do attitude and passion for community and capacity building. I have a passion for mission-driven work and over ten years of experience in the meeting and conference industry with an expertise in non-profit structures and operations and membership associations.

SELF EVIDENT (PODCAST), BROOKLYN, NY

COMMUNITY DIRECTOR, MARCH 2019 - PRESENT

- Increased mailing list by 900% over the course of a 30-day crowdfund
- Led a 30-day crowdfund campaign that successfully received over 1,000 individual donations
- Nurture, grow, and engage a community panel with over 200 individuals nationwide that help shape the show while in production

NATIONAL WOMEN'S STUDIES ASSOCIATION, BALTIMORE, MD

DIRECTOR OF OPERATIONS, JUNE 2014 - AUGUST 2018

OPERATIONS MANAGER, JAN. 2010 - JUNE 2014

- Led all meeting planning for the national annual conference (2600+ registrants) increasing registration numbers by over 64%
- Maintained association management software (AMS) including, but not limited to membership data, event registration, and job listings
- Created relationships with national hotel brands and CVBS that streamlined RFPs, contract negotiations, and site visits
- Increased accessibility for all meetings big and small, including gender neutral restrooms in the RFP for all contracted meeting space, providing CART and ASL services in general sessions at the annual conference, and making all association meetings accessible as possible
- Nurtured relationships with all third-party vendors (hotels, venues, audiovisual, child care, accessibility, etc) and acted as the face of the organization with those vendors
- Oversaw submissions system for annual conference and all association awards
- Managed and oversaw cash flow, monitor expenses, reconcile the bank statements
- Evolved and directed intern capacity to help meet the growing needs of the association to dramatically build capacity for all staff

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