



HELLO@KIRAFACE.COM
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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
- Baltimore City Women's Commission, 2018 - 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

My experience is deeply rooted in non-profit structures with expertise in operations and capacity building. With my can-do attitude and passion for collaboration I co-founded a non-profit in DC and have also lead all the logistics on a 2600+ multi-day academic conference. I know what it takes to get big things started and to keep them going on an operational level.

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%
- 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
- Worked with top level VIPs for travel and accommodations
- 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
- Managed and oversaw cash flow, monitor expenses, reconcile the bank statements
- Managed personnel policies and practices of the organization, including payroll
- Evolved and directed intern capacity to help meet the growing needs of the association to dramatically build capacity for all staff
- Ad-hoc basic design work and website updates to keep members updated with UX best practices in mind

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