

Meredith Fahey

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Education

Bachelor of Science in Communications, May 2006, Cum Laude,
Ithaca College, Ithaca, New York

Experience

Boys and Girls Club of Greater Haverhill Haverhill, MA October 2023-Present **Development Coordinator**

Greatest Achievement: Growing new donor revenue in 2024 by 190%

- Process gifts/donor tracking through Donor Perfect
- Board Liaison
- Grant Writing
- Industry Research on the latest nonprofit trends
- Data Analysis of donors and Google Analytics for website growth
- Email Marketing
- Event Planning
- Website building
- Canva design
- Spearheaded an initiative to bring back alumni as donors

Digital Helpmates Bremerton, WA September 2021-Dec 2024 **Business Development Manager/Marketing Manager**

Greatest Achievement: An average of 60% open rate on marketing emails for clients

- Email Marketing through Mailchimp/Constant Contact
- Facilitate relationships between clients and Tech Tutors
- Intermediate Wordpress website building
- Collaborate with Founder/CEO regularly to generate client interest
- Actively complete ongoing grant research and writing
- Canva design
- Virtual Assistant to other businesses
- Research latest trends in technology
- Trello CRM
- Give Digital Scam Awareness talks

Spocle Trivia, Inc. Haverhill, MA June 2019-Current **Trivia Host (Trivia Jockey, both virtual and in person)**

- Greatest Achievement: Being able to create a steady virtual following of players throughout the Covid-19 crisis that continue to play in 2025.
- Host of over 700 weekly trivia events on Zoom and in person
- Creation of playlists tailored to each location and crowd
- Company face at bars and restaurants
- Conflict resolution for players

Children's Literacy Innovations Andover, MA November 2018-November 2022 **School Connections Manager**

- Greatest Achievement: Connecting a local sponsor with a low-income school that generated a 76% increase in reading excitement
- Research current literacy issues in America
- Grant writing
- Connect economically disadvantaged schools with businesses
- Build website using WordPress
- Writing press/marketing material

Active Literature Andover, MA November 2018-November 2022
Office Consultant

- Greatest Achievement: Quadrupled the company's Facebook followers
- Write marketing articles for website
- Accounting support
- Bound over 500 personalized books for children
- Beginner Gimp for Hidden-Picture-Puzzle line
- Beta testing website/product lines

Archon Tree Services, Inc. Olalla, WA April 2016-June 2017
Office Manager

- Greatest Achievement: Helping company achieve accreditation with the Tree Care Industry Association
- Schedule estimates and multiple tree removal/pruning jobs for up to 4 teams
- Create social media and publicity campaigns
- Liaise with various cities, towns and counties to schedule specialty tree work
- Input invoices and estimates into Quickbooks
- Provided secretarial support to company president which included research and creating arborist reports

Davis Laboratories, Inc Brea, CA 2009-2015
Payroll Supervisor / Administrative Assistant

- Greatest Achievement: Helping upgrade our outdated P.O./Invoicing/Payroll software system to Quickbooks to save time and money
- Payroll for California & Nevada offices and HR support to the president of company
- Certified payroll reports for CA & Nevada Dept. of Labor for prevailing wage jobs
- Manage flow of in-Lab work, liaison to in-house lab clients
- AP/AR

Volunteer

Port Orchard Film Festival Port Orchard, WA 2017-2018

- Screen incoming submissions
- Work with community businesses for sponsorships
- Set up and break down of all related events

American Society for Nondestructive Testing, Greater Los Angeles Chapter Brea, CA 2013-2015

Treasurer

- Keep track of membership dues
- AP/AR
- Plan events throughout the year with board to raise money

Skills

Excellent writer, Internet Research, Quickbooks Online, Social Media Platforms, Google Platforms, Microsoft Platforms, Intermediate Wordpress, Trello, Mailchimp, Constant Contact, Canva, Thinkific, Donor Perfect, Flipcause, Zoho

Certifications

Google Digital Marketing & E-commerce Certificate

Additional

Languages: Beginner/Intermediate Spanish, Beginner French, Italian, and Japanese
Creative, self-motivated, independent worker, quality-oriented, problem-solving, client satisfaction, public speaking