

Lynnae Van Voorthuysen

linkedin.com/in/lynnaevan | Chicago, IL

SUMMARY

A multifaceted communicator with an entrepreneurial perspective gained through involvement in a family-owned business and balancing full-time employment with university and graduate studies. Effective project manager; skilled in technology; knowledgeable about professional services environments.

WORK EXPERIENCE

DePaul University (Nation's Largest Catholic University. Chicago, IL)

Development Coordinator, *College of Law and Dreihaus College of Business* 7/2013-Present

- Conduct data analysis utilizing Advance (database system for all alumni and donor information); generate graphics to contextualize data for advisory board members, senior management, and center leaders
- Successfully completed the \$300 million "Many Dreams, One Mission" capital campaign
- Minimized internal tension with mutually beneficial transactions between center leaders and our team
- Produce correspondence on behalf of the College of Law Dean to acknowledge gifts and pledges

Loma Linda University (Health Sciences University. Loma Linda, CA)

Administrative Assistant, *Environmental Health* 3/2013-6/2013

- Managed development of an online GIS certificate program by stimulating committee progress
- Coordinated course scheduling, prepared adjunct faculty contracts, oversaw student exit requirements
- Served as a liaison between the Chair of Environmental Health and internal departments

Albertson & Davidson, LLP (Litigation and Transactional Law Firm. Ontario, CA)

Office Manager and **Client Intake Manager** 1/2011-2/2013

- Prepared payroll, ensured compliance with labor laws, processed new employees, selected vendors
- Tracked trust deposits and transfers, reconciled accounts, generated invoices and retainer requests, oversaw budget
- Orchestrated office relocation including negotiating with the realtor, contracting with service providers, obtaining signage design approval from the city, and supervising moving day
- Garnered pertinent information regarding potential cases and scheduled consultations or declined potential cases

Law Offices of Brunick, McElhaney & Beckett (Litigation Law Firm. San Bernardino, CA)

Clerical Assistant 9/2008-1/2011

- Filed legal documents with the court and county recorder
- Maintained relationships with clients, business professionals, and vendors

Photografx Worldwide LLC (Photography & Full Service Publishing. Yucaipa, CA)

Assistant 7/2007-9/2008

- Created branded collateral with architectural photographs of universities
- Marketed products through telemarketing and creating custom mailers

EDUCATION

Master of Arts, *Public Relations and Advertising*, DePaul University

Expected 3/2015

Bachelor of Arts, *Psychology* (Magna Cum Laude), University of California, Riverside

6/2012

SKILLS

- Gorkana; CisionPoint (media monitoring tools)
- Basecamp (project management application)
- Microsoft Word, Excel, PowerPoint, Outlook software)
- Advance database system
- QuickBooks; ADP payroll; Hartford Retirement plans
- Clio and Abacus (legal practice management