

DANIELLE BURGER

Communications and Administrative Specialist

Internal & External Communications Strategy | 300% Engagement Growth in 3 Years

(808) 319-6908 • fitellieburger@gmail.com • linkedin.com/in/elle-burger

Dedicated and results-oriented professional with a strong background in community engagement and nonprofit leadership. I have honed my skills in communication, organization, and strategic planning. As a leader, fosters a culture of support and collaboration. Currently completing a BS in computer science, which, combined with my BA in Anthropology, provides me with a unique perspective blending technical knowledge with an understanding of structures. I am adept at utilizing research and data to inform decision-making and drive positive change.

PROFESSIONAL EXPERIENCE

Communications Director, Remote • Hilo AYSO

03/2019 - 01/2024

Asserted a vision and rebuilt the organization for sustainability, focusing on recruiting, supporting, and retaining volunteers at all levels. Provided onboarding and support for up to 300 volunteers with biannual transitions.

- o Volunteer position, self directed work with peer team members.
- o 300% increase engaged leadership volunteers through recruitment and retention initiatives.
- o 200% increase in registered coaching volunteers through improvement both in policy and in communication of expectations. 500% increase in registered referee volunteers.
- o Built an engagement system to support all volunteers and reduce volunteer burnout.
- o Built a communications team of 9, subdivided assignment, and led the team.
- o Wrote and edited copy for both informational and promotional communications, increasing engagement by 600%
- o Developed graphics assets to simplify information for a busy audience.
- o Developed and maintained a social media and editorial calendar.
- o Ensured the website was relevant and up to date.
- o Managed reporting from the database of players and used this information to inform communications strategy.
- o Briefed leadership on findings.
- o Maintained and developed resources for volunteers at all levels, including reports, guidelines, presentations, and training videos.
- o Responded to and directed questions from stakeholders.
- o Followed up with a larger organizational team to ensure timely responses.
- o Organized and attended board meetings.
- o Designed a server for virtual board communications as well as board resources.
- o Abstracted sensitive information and controlled access to internal records.

President, Remote • Recycle Hawai'i

03/2019 - 06/2021

Starting in social media, generated interest in sustainable practices while rebuilding a venerable local non-profit.

- o Volunteer position, self directed work with peer team members.
- o Developed print and digital graphics with intent to inform, call to action.
- o Built an automated newsletter campaign for new residents.
- o Wrote talking points to clearly present Recycle Hawai'i's concerns with the public via interviews and conferences.

Executive Assistant, Remote • Private Party

08/2014 - Present

- o Generate and commit to timelines for multiple overlapping projects.
- o Facilitate meetings, take and present notes for each meeting with relevant references.
- o Assess and conduct relevant research in order to present outcomes to assist with decision making.
- o Manage all day-to-day activities, including persistent tasks and meetings.
- o Write and maintain an expense budget. Use data to assess needs for larger purchases.
- o Manage inventory and place orders as needed.
- o Keep all relevant stakeholders apprised of activities, purposes, and outcomes.
- o Use MS/Google to generate spreadsheets and documents for analysis and communication.
- o Responsible for excellent written and oral communication on behalf of the department.
- o Develop, monitor, and maintain constructive relationships with affected and interested parties.
- o Build ad hoc committees as needed to solve problems proactively.
- o Participate in partner projects to support the larger community.
- o Create and manage systems to organize and share internal knowledge.
- o Maintain and update filing systems, conducting reviews as needed

EDUCATION

BS Computer Science • Oregon State University

2021-2025

BA Anthropology • Georgia State University

2021-2025

PROFICIENCIES

- Google Drive Suite
- Microsoft Office Suite
- Adobe Creative Suite
- Programming Languages (Python/C++/ Javascript/ SQL/ NoSQL)
- Written & Verbal Communication
- Automation (macros/IFTTT/integrations)
- Git & version control

SKILLS & TOOLS

- Database Design & Management (Microsoft Access/Mongo DB/Firestore/API)
- API Design & Maintenance (GCP/AWS/Azure)
- Project Management (Agile/ Waterfall/ Asana/Trello/Jira)
- Graphic Design (Adobe/Canva)
- Website Design and Maintenance (Wordpress/Squarespace/HTML/CSS)
- Email & Social Media Strategy (Editorial Calendars/Buffer/IFTTT Meta/Mailchimp/Mail Merge)
- Reporting & Analysis (Tableau/PowerBI)

EXPERTISE

- SDLC processes (assessment/design/development/testing/deployment/maintenance)
- Ability to analyze problems and develop solutions using programming and logical reasoning.
- Develops informative resource libraries for coworkers.
- Independently sets goals and timelines for projects.
- Identifies risks and develops responsive mitigation plans.
- Research and attention to detail.