

Molly Bryn Sullivan
sullivan.molly@gmail.com

Date of Birth: 26 March 1981
Place of Birth: Denver, Colorado

Citizenship: American

EDUCATION:

- University of Bologna** – Bologna, Italy
Master in International Studies in Philanthropy
Anticipated, July 2009
- Boston University, College of Arts and Sciences**
Bachelor of Arts in Psychology, *Cum Laude*
National Society of Collegiate Scholars, Boston University Chapter
Graduated, September 2003
- Boston Academy of English**
Certification to Teach English as a Foreign Language (TEFL)
Completed, July 2003

ENGLISH TEACHING EXPERIENCE:

- El Centro Britanico** – Santiago de Compostela, Spain
English Teacher
September – January 2007
- Taught English classes to children and adults
 - Classes included English grammar, vocabulary, and conversational skills
- Centro de Recursos de Idiomas** – Santiago de Compostela, Spain
February – May 2007
- Conducted English conversation classes for people of various levels
- Private English Teacher** – Santiago de Compostela, Spain
October 2006 – August 2007
- Taught private English lessons to Spanish adults and children
- Ashford School of English** – Madrid, Spain
October 2006
- English Teacher**
- Taught English classes to Spanish children between the ages five and sixteen

WORK EXPERIENCE:

- Wellesley Centers for Women**
Annual Giving Coordinator
August 2005 – August 2006
- Managed and maintained donor database
 - Maintained constituent records, entered new gifts, and sent acknowledgement letters to donors
 - Helped write and edit appeal and acknowledgement letters for various fundraising efforts
 - Upgraded and backed up Raiser's Edge software
 - Supervised student assistants, delegated projects and tasks, and reviewed students' performances
 - Assisted with the proposal and launch of the first WCW Monthly Giving program
- Project HEALTH**
Executive Assistant and Bookkeeper
July 2004 – August 2005
- Maintained financial records, reconciled accounts, and prepared financial reports for four offices
 - Assisted with the application of grants, tracked donations, and sent acknowledgements letters
 - Managed and updated the Project HEALTH public website, formatted, and edited the bi-annual newsletter

Boston Children's Museum

Community Programs and Partnerships Educator

July 2003 – July 2004

- Coordinated the Mellon CityACCESS program, which provides mentoring for inner-city teenagers
- Promoted museum exhibits at family-oriented community events, organized community celebrations for Boston neighborhoods, and engaged large crowds (1,000+) at events with hands-on activities

Program Interpreter

September 2002 – June 2003

- Taught school programs to students of all ages and backgrounds, and ran special programming for festivals and holidays

The Works: Ohio Center for History, Art, and Technology

Intern

February – August 2002

- Researched, designed, and constructed educational museum exhibits
- Wrote and edited text for the museum's exhibits, website, and monthly newsletter
- Taught digital studio classes to students of all ages, kindergarten through high school

COLLEGE INTERNSHIPS:

Children's League of Massachusetts – Intern

September – November 2001

- Maintained communication with league members and wrote Legislative Action Alerts

Join Together – David Bohnett Summer Intern

June – August 2001

- Received grant from Campus Alliance to End Gun Violence for summer internship
- Created national database of violence prevention programs for website

From the Top – Public Relations and Production Intern

September 2000 – April 2001

- Created press kits, contacted media, transcribed interviews with children

VOLUNTEER WORK:

Boston University

September 1999 – May 2003

- Hike For Hunger – 50K hike to raise money and awareness about hunger and homelessness
- First Year Student Outreach Program – community service program to acclimate freshmen to Boston

Organizations: Women in Development of Greater Boston (2005-2006)

Training and Conferences:

September 2005 – Blackbaud University, The Raiser's Edge 7 Essentials, Part I and Part II

May 2005 – New England Development Research Association (NEDRA), Prospect Research 101 with Patricia Kelleher, Director of Donor Relations, UMass Lowell

Computer Skills: Blackbaud Raiser's Edge 7, QuickBooks, Dreamweaver, Adobe PageMaker, Windows, Mac OSX, Crystal Reports, Banner, and Microsoft Office Programs (Word, Excel, PowerPoint, and Access)

Languages: English (native speaker), basic level of Spanish