

L. DAWN C. D'ORAZIO



SUMMARY

Enthusiastic and passionate Volunteer Coordinator with extensive experience in program management, volunteer recruitment, and community engagement across diverse industries including healthcare, non-profit youth organizations, and real estate. Successful leader and skilled researcher with first-rate communication and problem-solving skills.

CENSUS COMMERCIAL PROPERTIES | Co-OWNER, 2012-PRESENT

- Cultivate and maintain relationships with property management companies and lessees to ensure smooth operations and tenant / renter satisfaction
- Assist with ongoing maintenance management
- Evaluate and implement agricultural property management and conservation programs
- Direct responsibility for design, decoration, and furnishing procurement for short term rental properties

ILLINOIS YMCA YOUTH & GOVERNMENT | INTERIM PROGRAM COORDINATOR

- Stepped into a leadership role during an unexpected gap, assisting with program execution and volunteer management
- Facilitated program activities including planning events, managing volunteers, and producing materials
- Played a key role in training new CEO on volunteer relationship management and program operations

MICROLITE LIGHTING CONTROL SYSTEMS | TECHNICAL WRITER / EDITOR

- Wrote and edited programming manuals, technical spec sheets, and installation instructions for large scale lighting control systems installed in arenas, stadiums, large commercial buildings, and schools
 - Created illustrations for all product spec sheets and installation instructions
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VOLUNTEER EXPERIENCE

RUSH COPLEY MEDICAL CENTER, AURORA, IL | 2019 – PRESENT

- Patient & Family Advisory Council Community Co-Chair (2.5 years); Council Member (4.5 years)
- First community member to chair a committee at Rush Copley Hospital
- Lead a team of 15 to 20 staff and community members providing critical feedback on patient-facing hospital initiatives, fostering community engagement and ensuring patient-centric care
- Responsible for membership recruitment and selection, including working with community groups to share our mission and needs
- Responsible for topic development, working with hospital leaders to identify topics/areas of concern
- Sit on the Rush Copley Quality & Safety Committee, reporting on activities and deliverables
- Report annually to the Rush Copley Q & S Committee of the Board of Directors

ILLINOIS YMCA YOUTH & GOVERNMENT | 1991 – PRESENT

- Volunteer positions have included: Director (Board of Directors and Program Board), Program Volunteer, Program Area Coordinator, and Delegation Head Advisor
- Over 30 years of experience at all levels of involvement with the planning and implementation of a model Illinois government program for over 1000 Illinois high school students
- Event chair for consistently successful bi-annual student training for over 20 years, hosting up to 500 students and volunteers
- Developed and led training for youth leaders in YMCA Core Values and program responsibilities
- Developed and implemented new program areas; led individual program areas across the entire state including supervising volunteer leadership and students / student leaders
- Assisted with recruiting volunteers and maintaining volunteer engagement
- Wrote policies and procedures related to student and advisor behavior
- Assisted with facilities management and relationships during assembly use of Illinois State Capitol and Illinois Governor's Office in Springfield
- Delegation leader for over 10 years
- Served as Board member during incorporation and member of the first CEO search committee
- Selected as member of the first incorporated Board of Directors

LAKEWOOD HOMEOWNER'S ASSOCIATION | TREASURER & MEMBER-AT-LARGE | 2018 – 2020

- As Treasurer, managed all financial aspects including development and presentation of the annual budget; responsible for maintaining bank accounts and banking relationships
- Served on landscaping committee overseeing several acres of neighborhood-owned common areas
- Led the HOA through a complicated legal issue involving a CCR related dispute; proposed the correct legal plan that was carried out to the benefit of the neighborhood

MANY RIVERS UNSCHOOLERS | 2003 – 2020

- Founder/leader of homeschooling group of 20 – 60 families
- Managed rental space and activities for over 10 years

BOY SCOUTS OF AMERICA | 2008 – 2018

- Experienced Cub Scout and Boy Scout Troop leader (1 Pack, 3 Troops, District Day Camp)
- Ten years of various leadership positions including unit Membership Chair, Den Leader, Troop Committee Member, Advancement Committee, Special Event Chair
- Multi-year chair of Cub Scout unit's largest activity of the year (Pinewood Derby), coordinating volunteers, schedules, rules, and prizes for 75 participants
- Certified BSA Day Camp Leader, designing and delivering fun, repeatable science curriculum for up to 250 Cub Scouts for 3 years

OTHER EXPERIENCE AND EDUCATION

- Aurora Citizen's Police Academy, Spring 2018
- B.A. History, Knox College
- Proficient in MS Office