

Jill Marie LaVine

Recent Work Experience:

- 4/2023 – 5/2023 **Museum Assistant, G.A.R. Military Museum, Aurora, IL**
- Assist Museum Curator with daily museum operations
 - Greet museum visitors, maintain accurate visitor records
 - Disseminate accurate historical information
- 8/2022 – 1/2023 **Representative, Constituent Relations (PT/Temp/Remote) Susan G. Komen, Dallas, TX**
- Assisted donors, event participants, fundraisers
 - Maintained and protected donor demographic and financial information
 - Utilized Salesforce, Luminare Online, Ring Central
- 11/2018 – present **Substitute Teacher, Indian Prairie School District 204, Aurora, IL**
- Prepare/deliver classroom instruction to students as outlined in lesson plans
 - Provide a safe and orderly environment for students to learn
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Volunteer Leadership Experience:

- 12/2016 – present **Chairman/Foundation "Historian", Big Woods School Foundation, NFP, Aurora, IL**
- Responsible for leading board meetings and providing guidance to board
 - Oversee planning of activities and events for fund and friend raising
 - Research/compile/present history of Big Woods School to interested groups
- 9/2013 – present **Girl Scout Leader, Girl Scout Council of Greater Chicago & Northwest Indiana**
- Present provided GSA materials to educate and create connections to scouts
 - Create original materials that fulfil GSA badge and program requirements
 - Supervise girl-led meetings and activities
 - Recruit and train adult volunteers
- 8/2011 – 8/2019 **Vacation Bible School Coordinator, Our Lady of Mercy Catholic Church, Aurora, IL**
- Coordinated administrative aspects of annual VBS for 250 participants
 - Recruited, trained, and supervised youth, teenage and adult volunteers
 - Created promotional, registration, training, and event literature and documents
 - Responsible for ordering, organizing, and distributing t-shirts to volunteers, campers

Sales Experience:

- 11/2002 – 8/2004 **Account Representative, UniFirst Corporation, Elk Grove Village, IL**
- Managed Chicago-area territory selling and setting up uniform services
 - Responsible for meeting company cold-calling expectations and sales goals
- 3/1998 – 8/2001 **Advertising Sales Representative, Cahner's Publishing, Oak Brook, IL**
- Exceeded advertising sales goals of multiple products in an inside sales setting
 - Attended trades shows presenting advertising products to potential customers
 - Received Sales Excellence Award for Advertising Sales in Product Guide
- 5/1992 – 3/1998 **Inside Sales Representative, Bacon's Information, Chicago, IL**
- Responsible for handling a high volume of inbound calls
 - Accurately set up media monitoring accounts for hundreds of clients
 - Achieved or exceeded all sales goals set by company

Education: BA, Speech Communications, University of Minnesota, Minneapolis, MN