**Dawn Alyce Quinn**

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**Professional Summary**

Exceptionally competent professional offering years of consistently high work ethic along with a track record of strong relationship building and highly effective community outreach and fundraising, able to efficiently adapt and pivot with an organization to meet and exceed specific mission goals. Seeking an opportunity to work and grow with an organization that values passion and commitment.

**Qualifications**

* Successful customer service techniques
* Project management
* Effective team building
* Excellent organization ability
* High success with community outreach
* Organizational logistics experience
* Proficient in effective time management
* Microsoft Word
* Management
* Project coordination
* High adaptability
* Public speaking
* Success in fund raising
* Highly self-motivated

**Professional History**

***Donation and Outreach Coordinator, 2005- Present***

**Arizona Chapter Paralyzed Veterans of America, Phoenix, Arizona**

* Position relies upon excellent communication and interpersonal skills
* Effective with invoice creation and processing
* Proficiency in financial and asset management
* Consistently recognized for strong work ethic, humanitarian efforts, professionalism and relationship building techniques
* Sought and secured multiple grants totaling $75,000 well within one year
* Initiated and obtained philanthropic group impact grants ranging from $500 to $10,000 within the 2020 pandemic year
* Effectively represents organization at community events

***Courtesy Signer and Mobile Notary 1998 – Present***

**Private contractor serving the Phoenix Metropolitan area**

* Verification for legitimacy of legal documents
* Specific communication and collaboration with buyers and sellers
* Maintenance of active Notary Public certification for twenty two years

***Escrow Officer 1998 – 2003***

**Fidelity, Equity Title, Security Title, Mesa Arizona**

* Examined and summarized mortgages and trust deed documents
* Precise and timely communication with buyers, sellers, and lending institutions
* Prepared accurate legal documents within structured timelines
* Prepared accurate closing documents to finalize real estate transactions

**Community Activism**

* Avid pursuer of volunteer opportunities and community fundraising events involving humanitarian issues, veteran needs, and food insecurities
* Active member of Free Little Library national group
* Beginning stand member of Free Little Garden, a free seed community originated and maintained for like-minded people and those looking to experiment with urban gardening with a low cost and sustainable approach
* Elks member, Phoenix Lodge 335

**Education**

Mesa Community College, Communications Studies 1997 - 2002