

Donna Nordone Heaney
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OBJECTIVE *Program Manager, Marketing Manager and Executive Assistant with a proven success record in program management; fundraising; sales; marketing/social media; management; leadership and organizational skills seeking to utilize past experience in a challenging environment while working remotely from home office.*

EDUCATION

Bachelor of Arts Degree, State University of New York College at Oneonta
English and Sociology

EMPLOYMENT

2014-present **Spec Simple, Inc. and Save a Sample!**
New York, New York

Program Coordinator, Social Media and Press Director for Save A Sample!, a non-profit interior design recycling drive in the United States and Canada.

Completely overhauled and restructured the existing program resulting in record success numbers for participants and fund raising. Orchestrate all facets of the program including, but not limited to, program development; marketing; fundraising; creating and maintaining all related spreadsheets; coordinating delivery schedules; planning events; overseeing competition entries; calendar; soliciting sponsorships and donations; social media and press releases.

Responsible for outreach and recruiting of hundreds of architectural and interior design firms, schools and furniture dealerships. Establishing relationships with high level architects and designers and department heads of design programs at top colleges and universities in the US and Canada.

Accomplishments include record breaking numbers in fundraising and participation as well as the program being fully sponsor funded for the first time in 17 years.

Virtual Library team member for Spec Simple, Inc.

Responsible for managing, research and maintenance of interior design news, events and Federal Government contract information in a virtual library format. Responsible for creating, editing and maintaining monthly newsletter that is available to thousands of interior design firms around the world. Responsible for sales targeting of potential clients utilizing Salesforce, WebEx and GoTo Meeting to schedule sales meetings and information sessions.

2005-2008 **Cybersecretaries/Speak Write**
Austin, Texas

Legal Transcription of intricate Texas DCF case reports from fully equipped home office.

2000-2001 **Executive Legal Assistant, Fogarty, Cohen, Selby & Nemiroff**
Greenwich, Connecticut

Legal assistant to one partner and one litigation attorneys.

Primary responsibilities included research and preparation of legal affidavits, filing motions in both Federal Court and Connecticut Superior Court. Lead paralegal on a large tobacco litigation cases which included

lengthy research, discovery and correspondence as well as appearances in court. Responsible for coordinating complex litigation calendar, court schedule and making all pertinent travel arrangements.

Executive Legal Assistant, Oxman Natale Friedman Geiger & Tulis, P.C.
1996-2000 Hawthorne, NY

Legal Assistant to two litigation attorneys.

Executive legal assistant in the areas of Personal Injury, Matrimonial, Real Estate and Trust and Estates. Assisted in defense litigation matters for the County of Westchester, legal research, correspondence, closing preparation, responsible for the preparation of motions and other court related documentation. Daily calendar organization for court appearances, travel arrangements and conferences.

Software Proficiency

Adobe Acrobat; Asana; Constant Contact; Creative Cloud; Evernote; GIMP; Google Docs (spreadsheets, calendar, messenger, slides); GoToMeeting; Microsoft Office Suite; Robly; Salesforce; Salesforce for Non Profits; Skitch; Transcription (General and Legal); Quickbooks; Virtual Library ;WebEx