Deborah A. Savaiano
773-823-8983 debbiesavaiano@gmail.com

SUMMARY

Candidate with 12 years Blackbaud The Raiser's Edge database management experience and a Geographic Information Services (GIS) certificate seeks data and information management position. Expertise in technical writing, database training, and effectively supporting external affairs operations.

EXPERIENCE

Database Specialist – Lawrence Hall Youth Services Chicago, IL Jan 04–present

- Manage The Raiser's Edge (RE) database with 20,000 records, tracking $2.8 million in Annual Campaign revenue and a $30 million Capital Campaign
- Design Crystal Reports, significantly increasing departmental reporting efficiency
- Restored Board of Trustees' and senior management's confidence in data accuracy
- Improved cash flow projections, eliminated wasteful meetings, simplified budgeting process
- Ensure smooth staff transitions & retain institutional knowledge by creating db P&P manual
- Created a committee to increase agency wide knowledge of each department's database.
- Reduced Development Department / Finance Department financial reconciliation time
- Won "Employee of the Month;" staff review score increased each year; met operational goals

Development Assistant – Alexian Brothers Bonaventure House Chicago, IL Apr 99–Jan 04

- Managed RE database for $3 million AIDS services organization and advanced agency wide fundraising efforts with Development team.
- Created and utilized queries, exports, reports, mailing lists, RE policies & procedures manual

Admin Assistant / Volunteer Coordinator – LCCP Chicago, IL Jan 99–Apr 99

- Managed the volunteer program and provided administrative and fundraising event support for a small, grassroots non-profit agency with a $500,000 annual budget

Administrative Assistant – Corus Asset Management Chicago, IL Jun 97-Jan 99

- Supported several staff members at a service oriented investment company while also providing customer service to human resources staff and 401(k) plan participants
- Provided routine customer service, freeing senior staff to spend more time with larger clients

Staff Environmental Engineer – Waste Management, Inc Westchester, IL Fe 96-Ap 97

- Reduced corporate legal exposure and helped safeguard the local environment by providing Corp/City/State/Federal compliance support to municipal waste haulers and transfer stations
- Assisted in major effort to meet new underground storage tank regulations
- Communicated with all levels of internal & external audiences re: environmental compliance

Research/Laboratory Assistant - Clemson University/US Army Corps Engineers Jn 92-Nov 95

- Helped government decision makers select optimal hazardous waste stabilization methods

EDUCATION, SOFTWARE, RECENT VOLUNTEERING

- Geographic Information Systems Certificate — Harold Washington 2011
- Visual Basic Programming class — Harold Washington 2009
- Volunteer Management Certificate — Harper College 1999
- MS Environmental Engineering classes — Clemson University 1993-1994
- BS, Civil Engineering — U. of Illinois, Urbana 1989-1993
- Volunteer of the Year — Alliance for the Great Lakes, 2009
- Expert level experience: — Raiser's Edge db; Microsoft Office
- Experience: Crystal Reports, CVENT, dojiggy, EmailNow, MailChimp, Sharepoint