

Kailani Watson

Development Assistant

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📍 Durham, NC 27701

STRENGTHS

- 📅 **Calendar Coordination**
Resolved competing schedules for three development officers, and colleagues relied on clear agendas when meetings became time sensitive.
- 🗨️ **Constituent Communication**
Prepared donor correspondence with careful details and a warm tone, earning trust during visible external interactions.
- ✈️ **Travel and Expenses**
Kept itineraries, receipts, and reimbursements together, a quiet habit that made review easier for busy staff.
- 📋 **Event Administration**
Tracked invitations, rooms, materials, and attendance for receptions, helping campus partners stay aligned on event days.
- 📁 **Records Organization**
Maintained confidential files and shared calendars with steady care, giving staff a reliable place to find current information.

SKILLS

Calendar Scheduling Outlook
Excel Microsoft Office
Travel coordination
Expense management
Event support Briefing materials
External communication
Constituent service
Document management
Higher education
Office administration
Stakeholder coordination

SUMMARY

Administrative support professional with three years of experience coordinating calendars, meetings, travel, expenses, events, correspondence, and **briefing materials** across **higher education** and nonprofit advancement settings. Supports **development officers** through accurate scheduling, organized records, polished communications, and thoughtful follow up with donors, alumni, faculty, administrators, board members, and external partners. Uses Microsoft Outlook, Excel, and **Microsoft Office** for calendar management, expense tracking, contact records, document control, and deadline visibility. Public higher education experience includes confidential constituent records and professional service across multiple campus stakeholders. Brings steady judgment to visible interactions, careful attention to changing requests, and a practical approach to keeping development activity organized. Ready to contribute dependable coordination, clear communication, and responsive office support in a higher education setting.

EXPERIENCE

Development Coordinator

Piedmont State University Foundation 📅 July 2025 - Present 📍 Durham, NC

Coordinate advancement operations for three development officers, supporting donor meetings, travel, events, **communications**, records, and follow up across university stakeholders.

- Coordinated three advancement officers calendars, resolving conflicts and preparing agendas for donor **meetings**.
- Arranged domestic travel itineraries, organized receipts, and prepared reimbursement records for timely review.
- Drafted donor emails, confirmations, acknowledgments, and event correspondence with accurate constituent details.
- Built **Excel** trackers for visits, events, expenses, and follow up commitments, clarifying deadlines.
- Supported alumni **events** through invitations, room logistics, attendee records, materials, and day of coordination.
- Maintained Outlook **calendars**, shared files, and confidential **records** while responding to campus requests.

Administrative Assistant

Triangle Community Arts Foundation 📅 October 2023 - June 2025 📍 Raleigh, NC

Supported fundraising and community engagement operations through calendar coordination, travel administration, correspondence, event logistics, records maintenance, and **constituent service**.

- Managed **calendars** and meeting preparation for fundraising staff serving donors and board members.
- Organized regional travel reservations and maintained Excel expense records for monthly reconciliation.
- Prepared letters, email communications, contact lists, and briefing notes for donor **meetings**.
- Coordinated fundraising receptions by tracking vendors, attendance, materials, schedules, and staff assignments.
- Maintained shared **Outlook** calendars and office records, keeping urgent requests visible to staff.
- Served as first contact for callers and visitors, routing requests and documenting follow up.

PROJECTS

Development Calendar and Expense Tracker 📅 2026

Created a coordinated Excel tracking approach for visits, event tasks, travel expenses, and follow up commitments, giving advancement staff a clear view of pending actions and upcoming deadlines.

Constituent Event Coordination 📅 2025

Supported invitations, attendee information, room logistics, materials, and day of administration for alumni and fundraising events involving campus partners and external guests.

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER



- Development Coordinator at Piedmont State University Foundation (1.2 Years)
- Administrative Assistant at Triangle Community Arts Foundation (1.7 Years)

LEADERSHIP & AWARDS

- Recognized by advancement colleagues for dependable calendar coordination and accurate briefing preparation.
- Selected for trusted handling of confidential constituent records and time sensitive administrative requests.

EDUCATION

Associate of Applied Science in Office Administration
Wake Technical Community College 🎓 GPA: 3.5 📅 2023 📍 Raleigh, NC
Coursework: Office procedures, business communications, records management, Microsoft Office

CERTIFICATIONS

- Microsoft Office Specialist: Excel Associate 📅 2024
- Microsoft Office Specialist: Outlook Associate 📅 2024

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Outlook, Microsoft Excel, Microsoft Word
- **Calendar Management:** Outlook calendars, shared calendars, meeting scheduling
- **Expense Administration:** Expense tracking, receipt reconciliation, reimbursement records
- **Travel Coordination:** Domestic itineraries, travel reservations, travel records
- **Event Administration:** Invitations, room logistics, attendee records
- **Development Operations:** Donor meetings, alumni relations, advancement support
- **Communication Tools:** Email correspondence, meeting confirmations, briefing notes
- **Records Management:** Confidential records, shared files, contact records
- **Higher Education Administration:** University operations, campus coordination, constituent service
- **Office Administration:** Document control, deadline tracking, request routing

PROFESSIONAL AFFILIATIONS

- Higher education advancement operations, supporting donor, alumni, faculty, and administrator coordination.
- Nonprofit fundraising administration, serving board members, program partners, callers, and visitors.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST