

NOAH SIEG

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Education

B.A. in History, Minor in Marketing | University of North Florida, Jacksonville, FL | *May 2022*

- Relevant Coursework: Digital Marketing Strategy, Marketing Research Information, Integrated Marketing Communications Management, Introduction to Marketing Analytics, Advertising Management, Consumer Behavior

Work Experience

Development Assistant | Florida Studio Theatre, Sarasota, FL | *June 2023 – Current*

- Account maintenance for foundation, corporation, and individual donor accounts.
- Processed and reported on small, mid-level and major gifts received.
- Oversaw large mailings for seasonal and special request fundraising campaigns.
- Produced donor communications and provided concierge services.
- Supported Grant Writer with grant submissions and annual program reporting.
- Supported Director and Associates by identifying, soliciting and stewarding potential prospects.

Retail Sales Associate | J. Crew Factory Store, Lutz, FL | *October 2022 – May 2023*

- Individually sold \$34,000 worth of merchandise.
- Averaged a sales rate of \$110/hour.
- Assisted in the training of two new associates.

Programming Assistant | University of North Florida, Jacksonville, FL | *August 2021 - May 2022*

- Planned and oversaw the production of monthly video game tournaments for students.
- Conducted market research to determine the interests of the targeted audience.
- Assisted with weekly on-campus market events and resolved any on-site issues.
- Collected vendor fees and issued paid receipts.

Student Union Operations Assistant | University of North Florida, Jacksonville, FL | *September 2020 - May 2022*

- Managed game room equipment in student union and maintained customer records and inventory information.
- Served as the primary point of contact for information regarding student union services and campus activities.

Skills

- Event Planning and Coordination
- Customer Service
- Technical Writing
- Research & Analysis
- Database software (Tessitura)
- Adobe InDesign, Photoshop and Illustrator