

## **Kristen Donat**

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Milwaukee WI 53202

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### **WORK EXPERIENCE**

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#### **Project Q Program Manager**

**Milwaukee LGBT Community Center**, Milwaukee WI.

September 2011-present

- Recruit, train coordinate, and supervise a diverse team of staff, interns and volunteers to ensure programs are delivered with fidelity.
- Strengthen and advance current program by improving evaluation, planning, and execution processes; and improve internal communication by devising clear expectations
- Advocate for LGBT equality by developing and facilitating community education workshops.

#### **DPI AmeriCorps VISTA**

**WI-DPI, & Alexander Mitchell Integrated Arts School**, Milwaukee WI.

August 2010-August 2011

- Demonstrated initiative, creativity, teamwork and leadership skills developing and revitalizing parent involvement initiatives.
- Collaborated closely with diverse groups of people, including administrators, school staff, community members, and families.

#### **Front desk staff and Program Implementer**

**HI-Madison Hostel**, Madison, WI

September 2009-August 2010

- Praised for my time-management, attention to detail, organizational skills and strong work ethic.
- Enhanced communication and customer service skills working in a multicultural environment.
- Implemented educational programs about cultural diversity and community empowerment with youth of diverse backgrounds.

#### **Program Intern and member of Anti-Slur Task Force**

**Gay Straight Alliance for Safe Schools (GSAFE)**, Madison, WI.

January 2010- May 2010.

- Required teamwork, communication and organizational skills.
- Demonstrate leadership and public speaking skills implementing educational programs on creating safer schools for adolescence.
- Established an educational curriculum to be used by students throughout Wisconsin.

#### **Classroom Aid and Activity Leader**

**Even Start Family Literacy Program**, Madison, WI

June 2008- Aug 2008

- Facilitated and planned activities emphasizing teamwork, communication and cooperation for children 2-13 years old during a Family Healthy Lifestyle Program.
- Collaborated with staff members, community members and families of diverse backgrounds.

### **EDUCATION**

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#### **University of Wisconsin Madison**

**Bachelor of Arts in Gender and Women's Studies**

May 2010

Recipient of 2010 Meyerhoff Undergraduate Excellence Award for Service, Leadership and Scholarship

### **SKILLS**

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- Exceptional public speaking skills.
- Mastery of Microsoft Office Programs (Word, Excel, PowerPoint, Publisher)
- Capable of working independently or with a team.
- Experience multi-tasking and trouble shooting in chaotic environments.