



MICHELLE BOERGER

PROGRAM & EVENT SPECIALIST

CONTACT

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EDUCATION & CERTIFICATIONS

Bachelor of Arts, Psychology & Sociology
Bowling Green State University

West Coast Chamber of Commerce
Leadership Program
Sept 2017-May 2018

PROFESSIONAL SKILLS

Budget Development
Event/Project Management
Volunteer Recruitment
Tix, Square Software
Website Management
Team Lead & Supervision
Social Media Strategy
Marketing
Market Research

PERSONAL SKILLS

Creative spirit
Reliable and professional
Organized
Time management
Collaborator
Cheerful & Outgoing
Fast learner

SUMMARY

I am an experienced event and program manager seeking a position in the field of events, meetings, and conference production where I can apply my knowledge, bring creative ideas to life and collaborate with others to make memorable events.

WORK EXPERIENCE

EVENT & VOLUNTEER COORDINATOR

Tulip Time Festival | Sept 2014 - May 2021

- Recruit & manage 1000+ volunteers for large festival that attracts 500,000 guests annually
- Spearheaded annual volunteer appreciation event
- Developed & executed family events and programs
- Lead Student Intern program; recruit, train, challenge, & evaluate for 6-10 college students annually
- Collaborate with internal & external teams for event plan/execution

FAITH FORMATION ADMINISTRATIVE ASSISTANT

St Mary's Catholic Church | Oct 2020 - present

- Manage all aspects of registration, maintain payment & student records.
- Plan & execute special events, activities

SPECIAL PROJECT COORDINATOR

Wildlife Prairie Park | 2012-2013

- Work Independently to create, build, & operate new children's area

SENIOR PROGRAM DIRECTOR

Countryside YMCA | 2002-2006

- Daily operation of 8 pools, supervision of 100+ aquatic staff
- Managed 600,000 department budget
- Developed & implemented program sessions, full day camp, learning & training opportunities, and all special events

VOLUNTEER EXPERIENCE

EVENT COMMITTEE

The Flourish Society | Jan 2021