

Michele (Shelly) Bleckley

Education:

Currently enrolled in the Master of Nonprofit Management program at Regis University, Denver, CO. Degree expected in Fall 2008.

Completed studies include:

- Financial Management
- Board Governance
- Human Resources Management
- Marketing and Organizational Communications
- Grant Writing
- Program Evaluation and Management

Bachelor of Fine Arts in Acting, College of Santa Fe, Santa Fe, NM. 1983

British-American Theatre Institute, Santa Fe, MN. 1982

Experience:

Current

Institute for Environmental Solutions, Graduate Student Intern-Development

Current assignments include:

- Grant research and writing
- Creation of development and marketing plan

2003-2007

Paragon Theatre, Managing Director Fellowship/ Box Office Manager

Accomplishments include:

- Implemented box office system conversion, including online ticketing, live phone response, and new computer systems
- Managed box office and front of house operations
- Recruited, hired, trained and managed box office and front of house staff and volunteers
- Performed detailed Board of Directors assessment
- Successfully sought grants and in-kind donations
- Developed marketing plan for subscription sales

2000-2003

Regis Jesuit High School, Library Aide/Fencing Club Moderator

Accomplishments include:

- Maintained computers and printers
- Shelved and processed books and multimedia materials
- Assisted with research and supervision for classes and individuals
- Coached and coordinated boy's fencing team

1996-1998

Colorado Public Radio, Subscriptions Clerk

Accomplishments include:

- Requested matching grants and maintained grant records
- Opened and processed incoming mail including donations
- Acknowledged donations and investigated billing problems
- Entered pledge drive data

1994-1996

ARC of Aurora, Volunteer Program Manager

Accomplishments include:

- Directed and performed educational shows for elementary students
- Recruited volunteers through print and broadcast media
- Trained volunteers in performance techniques
- Scheduled and coordinated performances

References available upon request.