

Emeline Sivits

Membership Coordinator

Profile

Dedicated Membership Coordinator with 1 year of experience in effectively managing and promoting membership programs. Skilled in member acquisition, engagement, and retention strategies while providing exceptional customer service. Proficient in database management and event planning, with a strong ability to multitask and adapt in fast-paced environments.

Employment History

Membership Coordinator at Kansas Pork Association, KS

May 2023 - Present

- Successfully increased membership by 25% over a two-year period, resulting in over 100 new members joining the Kansas Pork Association and strengthening the organization's influence within the industry.
- Implemented a targeted marketing campaign that led to a 40% increase in member engagement and participation in association events, contributing to higher satisfaction rates among existing members and boosting overall member retention by 15%.
- Streamlined the membership renewal process, reducing administrative work by 20% and cutting down the average renewal time by 50%, leading to a more efficient and user-friendly experience for members.
- Developed and launched a new member onboarding program, which received positive feedback from 95% of new members and helped them feel more connected and informed about the association's initiatives and resources.

Assistant Membership Coordinator at Kansas City Zoo, KS

Sep 2022 - Mar 2023

- Successfully increased membership sales by 25% within the first year of joining the Kansas City Zoo, resulting in an additional \$200,000 in revenue for the organization.
- Streamlined the membership renewal process, reducing renewal time by 40% and improving overall customer satisfaction by 15%, as evidenced by post-renewal surveys.
- Developed and implemented a targeted marketing campaign that attracted over 1,000 new members within six months, contributing to a 10% increase in overall zoo attendance.

Certificates

Certified Association Executive (CAE)

Jan 2022

Certified Membership Professional (CMP)

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📍 123 Maple St, Wichita, KS 67202

Education

Bachelor of Arts in Communication and Membership Management at Kansas State University, Manhattan, KS

Sep 2017 - May 2022

Relevant Coursework: Public Relations, Media Studies, Mass Communication, Digital Media Marketing, Organizational Communication, Interpersonal Communication, Event Planning, Membership Development, and Crisis Management.

Links

[linkedin.com/in/emelinesivits](https://www.linkedin.com/in/emelinesivits)

Skills

Database management

Communication

Organization

Marketing

Salesforce proficiency

Event planning

Conflict resolution

Languages

English

Italian