

Damaris Tapia
1640 Mansfield Court, Roselle, IL 60172
Home: 630-780-6648 • Mobile: 773-580-6387
E-mail: damatapia@gmail.com

**Alumni Relations • Advancement/Development • Community Relations •
Marketing and Communications • Publications • Public Relations • Special Events**

PROFESSIONAL EXPERIENCE:

Associate Director, Alumni Relations

University of Illinois College of Medicine, Chicago, Illinois; January 2010 – Present

Summary: The University of Illinois College of Medicine is recognized as one of the country's leading medical schools. The College of Medicine's community consists of over 2,600 diverse students and renowned faculty that study and teach at four campuses in Chicago, Peoria, Rockford and Urbana, Illinois. There are over 20,000 alumni, with over 10,000 living in the Chicagoland area.

As associate director of alumni relations, I report directly to the executive director of development programs. Professional responsibilities/accomplishments include:

- Serve as the staff liaison for the College of Medicine (COM) Alumni Council, which consist of 20 members representing various medical specialties. Current object is to recruit new members and expand the COM Alumni Council's programming.
- Build a regional alumni program around annual medical professional conferences throughout the country, which will ultimately lead to establishing regional and local COM alumni chapters and clubs
- Work with thematic areas and programs including surgery, neurosciences, cancer, family medicine and ophthalmology to highlight distinguished faculty and alumni in lecture series and continued medical education programs
- Lead a national alumni engagement and attitude study for the University of Illinois College of Medicine
- Organize and manage the annual reunion and class giving programs and recruit and lead reunion volunteers
- Improve alumni communication strategies via the annual alumni magazine, *Illinois Medicine*, the bi-monthly alumni eNewsletter, *Illinois Medicine Today* and the COM website

Director, Office of Alumni Relations

Roosevelt University, Chicago, Illinois; October 2006 – January 2010

Summary: Roosevelt University (RU), a national leader in educating socially conscious citizens, is a private, university with nearly 7,700 students studying at campuses in the Chicago Loop, northwest suburban Schaumburg and online. There are over 74,000 alumni, of which over 65 percent live in the Chicago metropolitan area.

As the director of alumni relations, I reported directly to the assistant vice president of alumni relations and operations. I supervised an assistant director and two administrative assistants. Professional responsibilities/accomplishments include:

- Managed the RU Alumni Council, the governing body of the Roosevelt University Alumni Association. The Council consisted of 45 members that represented each college and various programs throughout the University.
- Led the alumni relations team in researching best practices in alumni relations and strategic planning that aligns with the advancement goals and the University's overall goals.
- Established the "RU on the Road" program, which hosted over 30 regional events and activities in 12 major cities and states in the U.S. The program identified regional and local alumni to cultivate and recruit for the alumni association/boards, alumni honorees, alumni ambassadors, and prospect donors.

- Redeveloped the Roosevelt Golden Alumni Reunion program to include an induction ceremony, a reunion dinner and activates organized around graduation.
- Served as communications liaison for the office of institutional advancement and content manager for the *Roosevelt Review*, RU's alumni magazine, alumni and development section.
- Produced a 16-month alumni calendar that also functioned as an annual giving/fundraising appeal and a stewardship/cultivation piece.
- Advance (BSR) experience

Associate Director, Office of Alumni Affairs

Northeastern Illinois University, Chicago, Illinois; March 2003 – October 2006

Summary: Northeastern Illinois University (NEIU) is a public state university serving over 10,000 undergraduate and graduate students. The university graduates nearly 1,800 students each year. There are over 60,000 alumni of which 85 percent live in the Chicago metropolitan area.

As the assistant director of the office of alumni affairs, I reported directly to the executive director of marketing and communications. I supervised an administrative assistant and graduate assistant. Professional responsibilities/accomplishments:

- Created annual strategic plan that enhanced alumni outreach and programs
- Created the NEIU Alumni Network, an alumni grassroots advocacy/ambassador program
- Organized and hosted annual alumni events/programs
- Established the first Distinguished Alumni Award, presented at the May commencement each year
- Invited over 75 alumni to receive honors, speak on campus and participate in University-wide events
- Served as the alumni relations consultant to NEIU faculty and staff
- Redeveloped the alumni website
- Wrote and managed alumni content for the *Northeastern Illinois University Magazine*, the NEIU e-Newsletter
- Raiser's Edge experience

Media Relations Specialist

Northeastern Illinois University, Chicago, Illinois; January 2000 – January 2003

Public Relations Manager

Cardenas Fernandez and Associates, Chicago, Illinois; January 2002 – April 2002

News Intern

WGBO Univision Chicago, Chicago, Illinois; January 2000 – April 2000

EDUCATION:

Northeastern Illinois University, Chicago, Illinois; December 2001
 Bachelor of Arts in Speech
 Concentration: Journalism, Public Relations and Communications

BILINGUAL:

Speak and write fluent Spanish

PROFESSIONAL INVOLVEMENT:

Council for Advancement and Support of Education (CASE)

Member; January 2003 – present

Donors Forum of Chicago

Member; January 2003 – present

Publicity Club of Chicago

Participant; January 2001 – 2010