

SYDNEY PEARCE

EXPERIENCE

DIRECTOR OF EVENTS

Graduate and Professional Student Senate / Seattle, WA / September 2017 – Present

- Manage planning and implementation of multiple large campus events for all graduate and professional students at the University of Washington throughout the school year including socials, senate meetings, and events for the Diversity and Science and Policy Committees of GPSS.
- Coordinate supplies, catering, transportation, and vendor needs such as IT and infrastructure.
- Serve as a liaison for University programs including Graduate Student Experience Committee, Mental Wellness and Education Taskforce, Diversity Committee, Universal Student U-PASS Advisory Board, and Science and Policy Committee.
- Assist in advancing programs that enhance the professional development of graduate students such as annual surveys, connections to campus resources, and advocating for students' interests.

FAMILY SERVICE COORDINATOR

Seattle Children's Hospital / Seattle, WA / August 2016 – September 2017

- Managed patient encounters and provided support services to ensure that each customer interaction was positive, professional, and effective while strictly adhering to HIPAA regulations.
- Served on team responsible for the launch and maintenance of online medical program (MyChart) designed to streamline scheduling and communication processes and improve patient experiences through efficiency and accessibility.
- Scheduled patient appointments, processed incoming referrals, and triaged patient telephone calls to appropriate resources.
- Coordinated care with other services and minimized access delays.
- Collected and updated demographic and financial information.
- Investigated pre-authorizations and approvals for insurance.

EVENT SPECIALIST, DONOR RELATIONS

Montana State University Alumni Foundation / Bozeman, MT / February 2013 – July 2016

- Designed, planned, managed, and executed all required processes and procedures to maintain the highest of standards for events ranging from specialized donor meals to large fundraising galas.
- Provided vendor management including coordinating supplier/vendor orders and managing relationships with vendors and other contracted entities.
- Coordinated paid labor and volunteers for setup, takedown, and supply transfers as well as with venue staff on supplies and technological needs.
- Developed and implemented projects to steward donors.
- Managed inventory procedures in coordination with other office personnel and outside distributors.
- Supported ongoing data management processes needed in various master calendar creations and communications, as well as processed invoices, submitted reimbursements, tracked volunteer involvement, and managed RSVPs.
- Administered and maintained accurate event records, reports, and budgets.

INTERN

Associació Ciutadana Anti-Sida de Catalunya / Barcelona, Spain / June - July 2015

- Interacted with HIV/AIDS clinic users daily to provide treatment information, counseling, and assistance.
- Worked in clinic shelter assisting with checking-in users, restocking supplies, and distributing food.
- Engaged with at-risk individuals during outreach events by sharing prevention materials and supplies.
- Shared information about HIV/AIDS and other diseases with public to raise awareness and promote proactivity in prevention.
- Translated website and other electronic materials from Spanish and Catalan to English.

CONTACT

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EDUCATION

MASTER OF PUBLIC
ADMINISTRATION

University of Washington 2019

CERTIFICATE IN NONPROFIT
MANAGEMENT

University of Washington 2017

BACHELOR OF SCIENCE

Montana State University 2014

ACTIVITIES

GRADUATE STUDENT
EXPERIENCE COMMITTEE
Leadership Team

MENTAL WELLNESS AND
EDUCATION ACCESS
TASKFORCE
Graduate Student
Representative

UNIVERSAL STUDENT U-PASS
ADVISORY BOARD
Proxy for GPSS Vice President
of Internal Affairs

SCIENCE & POLICY
COMMITTEE
Event Coordination

SKILLS

Self-motivated
Organized
Collaborative
Detail-oriented
Adaptive
Dedicated