Danielle Darland

Danielle.Darland22@gmail.com
406 West 46th Street, Davenport, Iowa 52806 563-570-5994

Summary of Qualifications

- Experienced HR and marketing professional skilled in recruitment, employee engagement, graphic design, fundraising, donor relations, and event planning
- Currently pursuing an Associate's Degree in Graphic Design to complement completed BBA in Marketing
- Skilled in non-profit event management and fundraising
- Proficient in Microsoft Office, Video editing, Canva and Adobe Creative Suite
- Willingness to learn software/systems, take additional classes, and learn new skills

Technical Skills

- Adobe Creative Suite: Photoshop, Illustrator, InDesign
- Microsoft Office Suite: Word, Excel, Access, PowerPoint, Teams
- Canva- flyers, videos, PowerPoints
- Microsoft Video Editing (i.e. basic editing and transitions)
- Event logistics & silent auction coordination
- Marketing and communication-poster design, email campaigns, and coordination of attendees

Education

Scott Community College January 2024-present
Associate in Graphic Design
Certified in Adobe Software: Photoshop, Animate, Dreamweaver, Illustrator, InDesign June 2020
Human Resources Certification Institution February 2023
Certificate in Human Resources Management
The University of Iowa, Iowa City, Iowa May 2016
Bachelor of Business Administration: Marketing and Management
Certificates: Sustainability and Leadership Studies
Career Leadership Academy January 2013-December 2015
Instituti Filippin, CIMBA Study Abroad Program, Paderno del Grappa, Italy May-June 2014

Relevant Work Experience

Employment Specialist /Talent Acquisition Specialist July 2022-April 2025
Black Hawk College

- Graded and guided creation/ updates of job descriptions
- Streamlined recruitment lifecycle using NeoGov, boosting candidate engagement and manager satisfaction.
- Conducted new hire paperwork and system entry for all new and returning employees
- Completed personal action notices, as well as data entry into our HRIS- Ellucian Banner
- Led service awards, created spreadsheet to track years of service on an ongoing basis
- Planned, marketed, and executed 3 Adjunct Faculty Hiring Fairs onsite; secured department heads to engage with potential applicants
- Attended career fairs as BHC representative
- Collaborated with marketing to produce engaging promotional materials and web content, including posters, post cards, and social media outreach
- Developed and analyzed quarterly recruitment reports, identifying trends that improved hiring efficiency
- Assisted Director of HR in updating administrative guidelines and training materials
- Conducted audits on personnel files and pulled reports to deactivate previous employees
- Managed and processed 150+ faculty contracts while Generalist was on leave

New Accounts Credit Representative
Von Maur September 2020-July 2022

- Assisted Von Maur credit account holders directly, or through store associates, with payments, account inquiries and management

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- Reviewed credit applications, with corresponding credit files, for new credit and established or denied lines of credit
- Reviewed existing credit user's accounts for credit increases and decreases
- Corresponded with applicants to verify legitimacy of their applications

Human Resources Assistant *position eliminated due to COVID-19 budget cuts
Von Maur January 2020-August 2020

- Conducted new hire orientation and benefit administration
- Learned every department's responsibilities by job shadowing
- Conducted candidate screening for all e-commerce positions
- Managed job postings and employee data, ensuring accuracy and efficiency
- Planned and executed events and games to boost employee moral
- Assisted HR manager with day to day tasks and errands

Fulfillment
Von Maur January 2019-January 2020

- Fulfilled customer orders through the E-Commerce Warehouse
- Prepared merchandise for stocking

Office Assistant
Elite Lighting Innovations February 2019-September 2019

- Received merchandise and assigned items to sales orders
- Updated pricing in the system and on display merchandise
- Assisted customers with their lighting needs on the sales floor

Employer Relations Intern August 2015-May 2016
University of Iowa Pomerantz Career Center, Iowa City, Iowa

- Prepared interview packets and interview suites for employers recruiting on campus and ensured all of their requests were being met
- Assisted in the management of the day to day operations of the on campus recruiting program which includes 4,000-7,000 interviews and 5-7 career fairs per year

Marketing and Public Relations Intern June 2015-August 2015
Hawthorne Direct, Fairfield, Iowa

- Conducted market research to support new business opportunities
- Updated marketing database, Salesforce, on a daily basis
- Trained new intern on marketing databases and methods of research

Administrative Assistant to Project Manager October 2014-May 2015
Iowa Social Science Research Center, Iowa City, Iowa

- Organized 1000+ surveys numerically for client
- Sent 500+ emails in Microsoft Outlook to clients and recorded in Excel worksheet
- Entered survey codes and types into Access forms

Leadership and Non-Profit Event Management Experience

Junior League of the Quad Cities, Event Coordinator July 2018-June 2020

- Organized annual fundraiser, by booking the event space, securing vendors and sponsors, putting together 30+ raffle baskets and silent auction items, and the marketing of the event and ticket sales
- Raised $12,000, as a committee, to benefit Junior League of the Quad Cities' mission to support local community programs

College Activities

Operations Committee, Member, Dance Marathon October 2012- February 2016
Vice President of Projects, Vice President of Community Service, Net Impact January 2014- May 2016
Member, American Marketing Association
Member, Women in Business
Co-captain, River Run Training Program

Volunteer and Community Involvement

Member, Jacycee's of the Quad Cities

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Volunteer, UnityPoint Emergency Registration Department
Volunteer, Susan G. Komen, Race for the Cure