

Mac Grambauer

(773) 728-0271

mac@lmc Alpine.com

EDUCATION

Northern Illinois University

DeKalb, IL

Bachelor of Arts in Communication Studies, Emphasis: Media Studies

May 2006

Minor in Journalism, Emphasis: Public Relations

GPA: 3.5/4.0; Upper Division Honors; Departmental Honors

EXPERIENCE

McAlpine Consulting For Growth

Chicago, IL

Project Assistant

January 2008-Present

- Create documents for conferences, retreats, and strategic planning meetings
- Maintain database information
- Conduct research for clients and projects
- Lead marketing and public relations operations
- Lead coordination of on-site conferences attended by 75-90 people
- Assist with meeting planning for staff of 5-25 people
- Produce and implement retreat and meeting activities
- Research venues for meetings and retreats
- Provide logistics support for two-day Executive Retreats
- Perform administrative tasks for day-to-day office operations for an office of 4 staff members

Traipse

Chicago, IL

Store Manager

Jan. 2008-Feb. 2009

- Assisted with relocation of store by contacting and updating vendors, scheduling utilities, and overseeing movers
- Communicated with vendors to make and confirm orders
- Cultivated and maintained relationships with customers
- Implemented new inventory tracking system

Leaning Tower YMCA

Niles, IL

School Age Program Coordinator

Sept. 2006- Dec. 2007

- Assisted Youth and Family Director in management of School Age Programs
- Supervised ten After School Program Staff and 30 Day Camp Staff
- Orchestrated billing for 75 program participants
- Restructured lesson planning for After School Program
- Managed enrollment of 280 campers
- Facilitated member and family communication by writing direct mail pieces, holding information meetings, and drafting newsletters
- Collaborated with other management staff on special event planning and execution
- Created an operating budget for the 2008 Day Camp Program
- Led parent information nights
- Directed Child Abuse Prevention trainings for up to 35 staff members

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EXPERIENCE

Leaning Tower YMCA (continued)

Day Camp Assistant Director

May-August 2006

- Collaborated with director on interviewing and hiring of staff
- Assisted the day camp director in planning for staff training and program operation
- Supported the day camp director in management of staff and camp programming
- Supervised campers as needed
- Communicated with parents
- Made executive decisions in lieu of the director

Day Camp Unit Leader

May-August 2005

- Supervised one teen counselor and up to 15 teen campers during camp activities, cookouts, and field trips
- Organized teen-specific field trips and fundraising projects
- Took over responsibilities for a second group at the end of the summer
- Implemented a special knitting workshop for interested campers

Day Camp Counselor

June-August 2004

- Supervised up to eight third and fourth graders during camp activities and field trips
- Created weekly lesson plans
- Assisted with swim lessons

SKILLS AND CERTIFICATIONS

- Certified Day Camp Director, Child Abuse Prevention Trainer
- Proficient in Microsoft Word, Excel, PowerPoint, and Quark
- Excellent oral and written communication skills
- First Aid certified