

# Ellis Gamache

## **CONTACT:**

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## **WEBSITE:**

www.ellisgamache.weebly.com

## **EDUCATION:**

Endicott College, Beverly, MA  
Bachelor of Science  
Magna Cum Laude – 2018  
Major: Sport Management  
Minor: Legal Studies  
Concentration: Event Management

## **DIGITAL SKILLS:**

Microsoft Office, Google Drive,  
Sprout Social, ARTEZ, Canva,  
iMovie, DonorDrive, Constant  
Contact, WordPress, Slack, ArcGIS,  
ViewPoint

## **SOCIAL MEDIA SKILLS:**

Facebook, Instagram, Twitter,  
Pinterest, YouTube, LinkedIn,  
Snapchat

## **LANGUAGES:**

English, some Spanish

## **REFERENCES:**

Available upon request

## **EXPERIENCE**

### **Special Olympics Massachusetts, Fundraising & Events Coordinator**

Marlborough, MA Nov 2018 – Present

- Manage the planning and execution of a variety of fundraising events by working with volunteer event committees, event website management, marketing and promotion, event logistics, etc.
- Focus on past, present and future participant involvement through developing, cultivating, and stewarding relationships with key event teams/participants, as well as motivating and working with fundraising teams/participants and providing fundraising tools and resources to ensure fundraising goals are reached

### **Boston Bruins Foundation, Development & Events Intern**

Boston, MA May 2018 – Sept 2018

- Assist BBF staff members with daily activities & responsibilities.
- Review & respond to donation requests & grant applications, as well as local charity requests.
- Assist in organizing & executing BBF events, such as the BBF Golf Tournament, Harbor Cruise, Fan Fest Tour, & others.

### **One Mission, Inc., Events & Social Media Intern**

Framingham, MA May 2017 – August 2017

- Created social media accounts & coordinated accounts' activities, specifically Twitter, Instagram, & Snapchat
- Assisted the office & marketing administrator to execute charity events with professional athletes & ensured the event ran smoothly.
- Completed administrative tasks prior to all events to secure charitable donations & giving.

### **K Sports & Entertainment LLC, Event & Administration Intern**

Boston, MA & San Diego, CA Oct. 2015 – Jan. 2016

- Assisted in the planning & execution of a charity bowling event with members of the San Diego Chargers.
- Scheduled & set up appearances for athletes the company represents for Super Bowl 50.

## **EXTRACURRICULARS**

### **Endicott College, Presidential Ambassador**

Beverly, MA Jan. 2015 – May 2018

- Spoke & represented the college at alumni & trustee events to help further the college's mission and growth.

### **Endicott College, Resident Assistant**

Beverly, MA Aug. 2016 – May 2018

- Worked closely with residents in residence hall settings to ensure their safety & provide event & programs to engage & educate them on topics.
- Coordinate with other resident assistants, directors, and college staff members to create events, oversee safety, and enforce college policy.

### **Various Restaurants, Waitress**

Dartmouth, MA May 2013 – Nov. 2018

- Dealt with all aspects of the restaurant industry to learn event & customer service skills for professional development.