

# Naseema M. Gilson

166 Norton Street, New Haven, CT 06511

Phone: 219-613-2697 E-Mail: [naseema.gilson@gmail.com](mailto:naseema.gilson@gmail.com)

## Summary

A highly motivated, results-focused individual with over a decade of management and event coordination experience. Possesses strong leadership and successful team building capabilities from excellent technical, communication, presentation, and customer service skills. A resourceful problem solver with a proven ability to bring quick resolution to challenging situations, as well as build lasting relationships with vendors and customers. A passionate champion of DEI, Racial Justice, and Refugee and Immigrant rights.

## Experience

### Program Director, Sanctuary Kitchen by CitySeed

2022-present

- Develop and successfully re-launch Sanctuary Kitchen's one of a kind Culinary Training Program
  - Recruit, select, and onboard trainees
  - Develop Job Readiness module to complement Culinary ESL and Culinary Arts
- Research, draft, and submit grant proposals for Sanctuary Kitchen, and on occasion, CitySeed
- Oversee all financial operations for Sanctuary Kitchen
- Manage Program Associate, Volunteer Coordinator, and Farmers Market Coordinator
- Develop and maintain community and employer partnerships
- Stay informed about refugee and immigrant issues in New Haven, Connecticut, and the US at large
  - Advocate for refugee and immigrant rights
- Collaborate with directors of the other two CitySeed programs for effective team building and project management
- Serve as point person and lead for all Sanctuary Kitchen communications
- Manage Sanctuary Kitchen's robust network of volunteers and interns
- Serve as public speaker and representative of Sanctuary Kitchen at community events

### Accounts Payable Manager, Girl Scouts of Connecticut

2021-2022

- Manage all outgoing financial transactions for Girl Scouts of Connecticut
- Create and execute EFT batches to be sent to vendors and other recipients.
- Cut paper checks for select vendors.
- Collaborate with all other departments to ensure timely payment for all invoicing.
- Manage and reconcile Council credit card statements - including cards for temporary camp staff.
- Manage Town Green Condo Association's financial transactions
- Reconcile checking and capital accounts monthly.
- File CT and Federal 941 forms and CT Department of Labor reports quarterly
- Participate in annual Financial Audit
- File 1099 forms annually
- Streamline and improve financial processes
- Assist in employee onboarding

### Volunteer Education Manager, Girl Scouts of Connecticut

2019-2021

- In-Person Training Responsibilities:
- Ensure that Girl Scouts volunteer in-person/virtual learning opportunities are consistently carried out statewide, based on current trends that meet standards set by GSUSA and GSOFCT.
- Responsible for the recruitment and management of volunteer trainers to support educational needs statewide.
- Responsible for verifying prerequisites, course inventory management, maintaining course records, training resources, and other administrative duties.
- Responsible for department inventory management to include American Red Cross course resources.
- Collaborate with community outreach staff to support new co-leader training in underserved areas as needed.
- gsLearn (Virtual Training Responsibilities):

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- Responsible for supporting departmental e-learning trainings and associated resources that fulfill the needs of volunteers and staff related to GSUSA and GSOFCT programs, processes, and materials.
- Develop new curricula for volunteer learning opportunities.
- Serve as liaison to GSUSA as the GSOFCT administrator of the gsLearn platform.
- Recognitions:
- Supports the work of recognition volunteers in order to track membership and leadership years of service.
- Coordinates the nomination process for council-wide volunteer recognitions and prepares materials for committee and board approval.
- Manages the Presidential Volunteer Service Award process for GSOFCT including the submission process, supply logistics, and award delivery.
- Manages annual Adult Development and Recognition event for GSOFCT.
- Embrace and enhance a culture that values diversity and ensures that staff, girl and volunteer efforts reflect the council's commitment to diversity, equity and inclusion.
- Work with Volunteers to develop curricula that meet topic demand and interest.
- Present educational information at monthly meetings with executive volunteers and staff.
- Served as a project manager for a migration from a Digitech system to a Litmos system.
- Worked on the CAT team for conversion to Salesforce Lightning; including data validation, staff training management, and volunteer rollout.

**Stylist, Everthine Bride, Madison, CT**

**2018-2019**

- Interview bride to match her wedding day vision with our stock of couture and indie, made-to-order designs.
- Develop sales technique to create an intimate and unforgettable experience, resulting in nearly \$140k in revenue in six months.
- Style brides upon gown's arrival in store.
- Schedule all social media content using Planoly and Google sheets.
- Write and edit posts for store blog with 18.5k followers.
- Work directly with designers to curate stock and place orders.
- Collaborate with local photographers, event planners, florists, and caterers to style photo shoots around New England.

**Museum Manager, The Eli Whitney Museum, Hamden, CT**

**2016-2018**

- Manage all financial operations for a cash basis organization with a \$1.5 million budget.
- Prepare and analyze monthly budget comparisons, report results directly to the Museum Director.
- Oversee materials management and ordering for workshops and programming.
- Organize and lead training sessions for 100+ high school and college student staff.
- Cultivate relationships with Museum constituents, donors, and local foundations.
- Coordinate vendors, patrons, and volunteer staff for annual benefit.
- Integrated a new registration system to streamline program enrollment.
- Responsible for hiring and training student, new Museum senior staff, and educators.

**Fiscal Manager of Inter-district Partnership Grant funded by the State of Connecticut 2016-2017**

- Process monthly grant disbursement requests and report expense directly to CT State.
- Manage all financial operations.

**Assistant Buyer, The Yale Bookstore, New Haven, CT**

**2011-2016**

- Clear understanding of sales and business operations, able to multi-task and work unsupervised; highly flexible to changing priorities without neglecting previous tasks.
- Coordinate special sales and events with Yale University faculty and staff.
- Collaborate with Buyer and vendors to select graphics and new styles for emblematic merchandise.
- Oversee online and special orders.
- Set up new vendors in the Barnes & Noble College system, as well as submitting new items for processing.
- Analyze sales trends to optimize merchandising
- Manage and maintain the social media accounts for the store. Increased Facebook and Twitter followers *three-fold*.

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## Events Coordinator/Assistant Trade Manager, The Yale Bookstore

2007-2011

- Daily responsibilities include training new employees, managing time sensitive projects, scheduling employees, creating and paying invoices, merchandising product, scheduling/executing author book signing events - both in store and off-site, and providing professional customer support throughout the store.
- Designed and implemented new merchandising techniques for displays, and new marketing materials. Marketing campaign increased tourism business.
- Constantly aware of new trends in the literary world - including the integration of the e-reader into the everyday sales pitch.
- Write a weekly recap sent to the entire region that includes special promotions and sales results.
- Work with publicists, literary agents, and authors to set up well-attended, professional, book signings.
- Create the monthly events calendar, as well as generate all advertising for in-store events and promotions.

## Education

Political Science/Literature, Purdue University

2003-2005

Theatre/Vocal Performance, Columbia College Chicago

2005-2006

Certificate in Editing, Poynter-ACES Institute

2020

Mental Health First Aid Certified, National Council for Behavioral Health

2020

Representation Matters Certificate, Connecticut Conference of Municipalities  
and The Campaign School at Yale

2021

## Honors

REDF Accelerator Cohort Member - 2024

Hello Neighbor Network Fellow - 2023

Lifetime Member – Girl Scouts of the USA

Recipient of Leader and Risk-Taker Awards from Girl Scouts of Connecticut for regularly demonstrating the important leadership skills of listening, collaboration, problem solving, conflict management, communication, positivity, and courage

Indiana Junior Classical League (Latin Club) at Crown Point High School – Alumni Officer

National Thespian Society – Member

National Honor Society – Member

## Skills

Proficient in Microsoft Office, Outlook, Adobe Creative Suite, Litmos (LMS System), Salesforce, Mac and PC Operating Systems, Slack, JotForm, GoToWebinar, Asana, Zoom, FileMaker, Sage 50 Accounting, QuickBooks Online, Paychex Flex, LotusNotes, Intrepid, Financial Edge NXT (Blackbaud); Working knowledge of Raiser's Edge and HTML

Classically trained opera singer and multi-instrumentalist; master music theory knowledge

Experience working with children in an academic atmosphere, including special needs children

Expert literary knowledge, creative writer, and editor

Floral Arranger, event coordinator, visual merchandiser, photographer