

KATHARINE BAINES DROSSOS

100 Fairview Square #6B, Ithaca, NY 14850

202-577-6384 kbd38@cornell.edu

- Education** **CORNELL UNIVERSITY, Johnson Graduate School of Management** **Ithaca, NY**
Master of Business Administration, May 2010
- Roy H. Park Leadership Fellow – Awarded two year full tuition merit based scholarship based on demonstrated leadership, professional achievement, and commitment to community service
 - Strategic Marketing Immersion
 - Student Council (Communications Chair), Marketing Association, Women’s Management Council
- DARTMOUTH COLLEGE** **Hanover, NH**
Bachelor of Arts in Government, Minor in History, June 2004
- Varsity Women’s Rowing Team (1st Boat Coxswain), Phoenix Senior Society (Treasurer), Dartmouth Rowing Club (President)
 - Study Abroad: Italy Fall 2001
- Experience** **BENTZ WHALEY FLESSNER & ASSOCIATES** **Arlington, VA**
2006-2008 *Fundraising Consulting Associate*
- Developed online and direct mail marketing strategy and implemented monthly firm-sponsored online seminars, attended by 200+ participants each month, which focused on specific expertise and skills needed to be successful in nonprofit fundraising
 - Designed and maintained firm blog highlighting news regarding development operations, fundraising databases, technology tools, and staff organization and management
 - Authored white paper, *The Rise of Private Equity: Its Effect on Corporate Philanthropy*, which was distributed at all national and regional conferences attended by consultants, sent to 12,337 individuals at client sites, and included in all marketing packets
 - Led team and assisted in all aspects of the redesign of the firm’s web site including strategy, design, and copy, making the site more interactive, driving more daily traffic, and leveraging the firm’s position as thought leaders in the fundraising industry
 - Performed Annual Fund Audit for the University of Miami and conducted benchmarking research and fundraising environment studies for other non-profit clients including the Children’s National Medical Center, Oklahoma State University, Humane Society of the United States, and Northern Michigan University
- 2004-2006 **SHEARMAN & STERLING, LLP** **Washington, DC**
Lead Litigation Legal Assistant
- Established and implemented protocol for civil discovery and document review in large antitrust and litigation cases
 - Managed 2-8 junior legal assistants and contract attorneys throughout litigation process
 - Conformed legal documents to Bluebook standards and conducted legal research on Lexis-Nexis and Westlaw databases
 - Prepared materials for witness depositions and interviews and provided material support at trial, depositions, and court hearings
- Personal**
- Member of the Junior League of Washington, DC: Books for Bright Futures and Annual Fund Committees
 - Enjoy road biking, hiking, and triathlons