
LEIGH M. COOPER

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WORK EXPERIENCE

Foundation Relations and Program Associate November 2011 – Present
Center for the Visually Impaired, Atlanta GA

Grant writing and database management at a nonprofit serving people with vision loss.

- Solicitation of private and corporate foundations to raise \$300,000 annually.
- Form design, report design and data analysis for program evaluation.

Database Coordinator and Administrative Assistant June 2008 – November 2011
Center for the Visually Impaired, Atlanta GA

Database management and administrative support for multiple programs at a nonprofit agency.

- Management of client intake process for early intervention program.
- Report design and data analysis for outcomes reporting.

Logistics Manager October 2005 – May 2008
Material Motion, Inc., Atlanta GA

Supervise customer service and logistics for corporation specializing industrial packaging.

- Establishment of international ocean import department, management of outbound logistics.
- Communication with customers regarding order status, inventory and quality assurance.
- Analysis of financial reports including profit and loss and commission reports.

EDUCATION

Bachelor of Arts in Philosophy September 2000 – May 2004
Oglethorpe University, Atlanta GA

- Editor of student literary magazine, *The Tower*, 2001 – 2003
- Selected Honors: magna cum laude, Dean's List, Alpha Chi, Phi Eta Sigma

PUBLICATIONS, PRESENTATIONS & EXHIBITIONS

“Aesthetic Phonetic #5,” embroidery, *Stitch Spectacular*, Dimensions Gallery, Savannah GA, 2009

“The Life of Poetry and Vice Versa: Seeing Truth Through Words,” Symposium in the Liberal Arts, Oglethorpe University, 2004

“Stamp a Grand Yes on the Forehead of Eternity: Beauty and the Eternal Return,” *Beyond the Box: The Selected Proceedings of the North Georgia Student Philosophy Conference*, Global Humanities Press, 2003

“Riding in the Possibility Car,” Southeastern Undergraduate Philosophy Conference, University of Tennessee at Chattanooga, 2002

Untitled poetry and short story, *The Tower*, Oglethorpe University, 2001 and 2002

COMMUNITY INVOLVEMENT

Volunteer Income Tax Assistance (VITA) 2009 – 2010

Hands On Atlanta 2006 – 2008

SKILLS & INTERESTS

Proficient in Microsoft Office Suite; Mac applications; Adobe Photoshop, Lightroom and Acrobat; ODM and the Internet. Interests include photography, printmaking, Sacred Harp.