

Rebecca Young

EXPERIENCE

Oct 2016 - Present

CITY OF BOSTON

BOSTON, MA

Executive Director, Mayor's Office of Scheduling and Advance (Jan 2020 - Jan 2021)

- Work strategically with the Mayor, Chief of Staff, and other senior staff to organize, plan, and execute the Mayor's day-to-day schedule to ensure it optimizes opportunities and reflects the administration's priorities
- Manage, hire, and train new members of the Mayor's Scheduling and Advance team
- Direct the planning and logistics for all Mayoral events, press and media appearances, and all international and domestic travel
- Manage special projects as assigned by the Mayor

Deputy Director, Mayor's Office of Scheduling and Advance (March 2019 - Present)

- Scheduled and/or delegated 150+ event, meeting and call requests per week
- Provided event support as needed, which included staffing the Mayor's 2017 State of the City Address, 2018 Inauguration, and 2019 State of the City Address
- Selected to be on the 2019 Boston Public Schools Educator of the Year Committee

Mayor's Scheduler, Mayor's Office of Scheduling and Advance (Oct 2016 - March 2019)

Jan 2013 - June 2019

FEELGOOD.ORG

SAN FRANCISCO, CA

Changemaker Ignitor (May 2016 – June 2019)

- Advised members of three university-based FeelGood chapters, providing insight into how to effectively use communication strategies to fundraise for nonprofits

Program Development Chair, Board of Directors (March 2015 – June 2016)

- Represented the interests of 500+ organization members in all programmatic and budget-related decisions that impacted the global programming and fundraising models of FeelGood.org

Boston University Chapter Leader & Volunteer (Jan 2013- May 2016)

- Led all BU chapter fundraising & membership recruitment efforts

June 2016 -Sept 2016

YOUNG COMMUNICATIONS

ROWLEY, MA

Freelance Marketing Assistant

- Assisted with developing brand strategies for companies working in the retirement and wealth management industries by managing direct mail, web, and email campaigns for clients; assisted with market research and web page development

June 2014 - May 2016

BOSTON UNIVERSITY RESIDENCE LIFE

BOSTON, MA

Resident Assistant, La Casa Italiana; Boston, MA (Aug 2015 — May 2016)

- Led and fostered community for 22 undergraduate students interested in Italian language & culture; planned 20+ events over the course of the year

Resident Assistant, Boston University Tanglewood Institute; Lenox, MA (June — Aug 2014)

- Provided direct support to 54 high school-aged singers in a community of 300 student musicians

TECHNICAL SKILLS

Microsoft Office Suite; Google Suite; Salesforce; Adobe Acrobat

PERSONAL/INTERESTS

Traveler; Cook; Italian language aficionado

EDUCATION

May 2016

Boston University, Boston, MA

Bachelor of Arts in English; Minor in Italian Language; GPA: 3.6/4.0, *Cum Laude*

BU Study Abroad in Padua, Italy, 2015; Dean's List: seven semesters; Dean's Scholarship; BU Grant Recipient, Padua Research Scholarship Recipient