



NORMA JANE EAGLETON

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OBJECTIVE

I am creative, hard-working, determined, and work quickly on my feet. My experience, skills and enthusiastic personality make me a good match for any company or organization that welcomes innovative, professional and positive employees. Currently based in Tulsa, Oklahoma but looking for opportunities in Chicago.

EXPERIENCE

Sustainable Tulsa

RECHARGE Planning Committee Member | June 2020 – Present

RECHARGE is Sustainable Tulsa's yearly fundraiser and showcase. As a member of the RECHARGE Planning Committee, I assist the lead event organizer to transition the usually in-person event to a successful virtual fundraiser.

The Great Lakes & St. Lawrence Cities Initiative

Operations Manager | August 2019 – January 2020

As the Operations Manager, I oversaw the day-to-day and long-term operations of the Cities Initiative as well as manage staff, contractors, sponsors and companies that operate under or with the organization. In addition to these duties, I oversaw the administrative, communication, event and team-building responsibilities for the organization. Furthermore, as the second in command, I worked closely with the CEO & President to manage the day-to-day budget, ensure the success of the organization strategic plan, track membership and represent the organization at various conferences and events.

Administrative Assistant | April 2018 – August 2019

As the Admin Assistant, I was responsible for marketing/communications, administrative duties, website management, member management and I aid with accounting in the office. I am also the 2019 Annual Conference organizer. The Conference is a 4-day event that brings together elected officials from both Canada and the United States to speak and learn about issues facing the Great Lakes, St. Lawrence River and the communities that surround those bodies of water.

US Soccer Federation

French Team Liaison | March 2018

I was the Team Liaison Officer for the French women's national soccer team during the 2018 SheBelieves Cup, a tournament between the Women's National Teams from the US, France, England and Germany. My responsibilities included communicating between the USSF and the French team as well as the translating between French and English for the French team. I traveled with the team from Columbus to New Jersey City to Orlando over the span of 11 days. In addition, I managed the communications for their meals, transport and day-to-day activities.

Alliance Française de Chicago

Marketing & Library Intern | June 2017 – February 2018

As the Marketing and Library Intern, I managed the social media accounts, created and implemented marketing materials, hosted and planned events, and was the host and creator of the Mais Oui! Podcast. In addition, I hosted multiple reoccurring events at the Alliance Française that include a bi-weekly French conversation group as well as trivia nights for members that I created and lead myself.

Mais Oui! Podcast : <http://learnfrenchchicago.com/mais-oui-podcast-2/>

College Robert Doisneau

Teaching Assistant | March 2016 – June 2016

As a Teaching Assistant, I taught English to 3 different classes of 15-30 students at College Robert Doisneau, a Parisian middle school. The duties included planning, preparing and executing activities and lesson plans. Additionally, I engaged students in new language content and encouraged them to learn English.

EDUCATION

University of Illinois College of Liberal Arts and Science GPA: 3.78 | Graduated May 2017

Bachelor of Science in Earth, Society and Environmental Sustainability

Bachelor of Science in French

Dean's List [Fall 2013] [Spring 2014] [Spring 2015]

National Society for Collegiate Scholars [Spring 2014-2017]

Sigma Alpha Lambda

SKILLS

French (highly proficient, level C1); Microsoft Office Proficiency; Adobe Suite Proficiency; Social Media Management; Academic Tutoring; Teaching ESL; Community Outreach; Fundraising; Event Planning