



Project Coordinator Carolyn Murray

Professional Experience

- Currently coordinating a variety of projects for The Double Advantage, LLC, a professional services network that specializes in research and evaluation services for nonprofit and public organizations.
- Six years of administrative experience with the Northeast regional office of United Way of Tarrant County. Provided project support to the Director and community volunteers in identifying and developing solutions for the health and human service needs in Northeast Tarrant County. Project support included managing meeting details for a Steering Committee and various subcommittees; providing research support (data analysis and creating graphics and final reports); and event planning and production. Specific projects included:
 - Survey of Northeast Tarrant County service providers.
 - Teens Networking for Tomorrow and Get Up and Go!, community initiatives targeting six school districts for developing leadership in health and human services among teens and encouraging routine physical activity among second graders and their families.
 - Annual regional luncheon event for 150+ guests produced to report United Way-Northeast accomplishments to the community.
 - Need assessment projects/reports for Northeast Tarrant County.
 - Production and distribution of a regional Directory of Community Resources to numerous key community and civic organizations.
- Served on an internal United Way committee responsible for designing tools to improve communications and evaluate community initiatives.
- Developed, wrote, performed and created graphics for individualized comedy routines at staff meetings and internal events.
- Eight years of experience in office administration for a dental office and national retail department store chain, and management of retail graphics and printing business.

Education

Emmaus Road Ministry School, December, 1993
Tarrant County College-Northeast, 1989-1992

Professional Activities

- Developing, writing and performing stand-up comedy, personalized comedy routines, skits and plays (2001-Current)
- Member, United Way-Northeast Transportation Committee (2006)
- Ten years of faith-based service including administrative support on adult foreign mission trips, leadership role on youth foreign mission trips and youth mentoring