

Danielle deCongé

PIVOTING TO ANIMAL LIBERATION



SUMMARY

Keen administrator and passionate vegan with a strong background in operations, proven ability to manage competing projects, and sartorial prowess to boot

VOLUNTEER HISTORY

The Humane League
Voters for Animal Rights
Humane World for Animals
BARCS Baltimore Rescue Shelter
Baltimore Humane Society
Maryland SPCA

CURRENT PROFESSIONAL DEVELOPMENT

Mentee,
Animal Activism Collective
Mentorship Program

Your Role In Animal Advocacy
Online Course,
Animal Advocacy Careers

CONTACT

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Baltimore, MD, USA

Key Professional Experience

MEMBERSHIP + PROGRAMS COORDINATOR (PART-TIME)

Art Jewelry Forum | Apr 2025 - present

- Foster relationships with UHNW donors via strategic travel
- Oversee high-level data maintenance, record-keeping, and gift recognition for ~300 members
- Report statistics and metrics to evaluate membership and programming performance

EXECUTIVE ASSISTANT / OPERATIONS

The Blackhouse Foundation | Jun 2021 - Jul 2024

- Co-produced standing-room-only activations at premier international film festivals and Hollywood industry events
- Managed logistics to support corporate sponsorship, program development, and event production
- Cultivated relationships with stakeholders and vendors, including the board of directors, legal partners, publicists, and finance liaisons

EXECUTIVE & PERSONAL ASSISTANT

Startups.co/Zirtual | Jul 2016 - Feb 2019

- Provided high-touch administrative support for myriad executive clients across multiple industries and time zones
- Owned tech support, digital assets, and programs
- Produced and published social media calendars

Alma Maters

GOLDSMITHS, UNIVERSITY OF LONDON

MA, Creative & Cultural Entrepreneurship | 2020

PRATT INSTITUTE

BFA, Jewelry & Fine Metals | 2010

THE PARK SCHOOL OF BALTIMORE

Secondary School Diploma | 2006

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PIVOTING TO ANIMAL LIBERATION
(cont'd)



SKILLS

Administration
Communication
Data Management
Program Delivery
Presentation

EXPERTISE

Google Workspace
Microsoft 365
Network for Good
SharePoint
Productivity Suites

TRAITS

Self-Motivated
Innovative
Collaborative
Adaptable
Gregarious

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Further Noteworthy Professional Experience

CURATOR IN RESIDENCE

The Jewelry Library | Apr 2024 – Apr 2025

- Founded the “PUT A BROOCH ON IT” social media diary to launch a series of standing-room-only panel discussions
- Collaborated with prominent contemporary jewelry galleries
- The project culminated with a live activation at New York City Jewelry Week

OPERATIONS MANAGER (CONTRACT)

Gender Equity Policy Institute | Jan – Apr 2021

- Collaborated with the president of the nonprofit startup to establish its creative and administrative foundation
- Performed legislative and demographic research to support models for California bill scoring
- Organized a vast strategic contact database to identify and track valuable partnership and fundraising opportunities

MERCHANDISING ASSISTANT

Signet | May 2014 – May 2015

- Coordinated the company's debut in-house design operation during the acquisition of the Zale Corporation
- Created trend reports, design boards, and project design presentations for the Vice President and Director of Design
- Integrated new and ongoing design projects from all brands to launch the Product Development department

BOUTIQUE ASSISTANT

Cartier, Fifth Avenue | Jul 2010 – Aug 2011

- Single-handedly reconstructed Central Stock to improve sales at the prestigious North American flagship
- Initiated the Boutique Assistants' email program
- Appointed to Madison Avenue boutique vault staff to independently audit inventory and receive merchandise