

MACKENZIE HEFFERNAN



CONTACT

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[LinkedIn](#)

ABOUT

Mackenzie is a wellness leader and community builder. She brings a unique blend of expertise in community development and global engagement. As a business owner and fitness instructor, she is passionate about wellness and helping others lead healthier lives.

EDUCATION

- BACHELORS OF ARTS IN GEOGRAPHY
2016-2018
Rutgers University-New Brunswick
- ASSOCIATES OF ARTS IN LIBERAL ARTS - INTERNATIONAL STUDIES
2016-2018
County College of Morris
- HIGH SCHOOL DIPLOMA
2014
Sparta High School

INTERNSHIP

PRETTY GIRLS SWEAT

2017-2018 Chapter Management Intern

- Worked directly with the ambassadors to manage and grow our presence at 16 U.S. HBCU colleges/universities
- Maintained organization of each chapter through ongoing communication with ambassadors and event recaps
- Created, proofread, and organized new content for various social media platforms to engage Sweat Sisterhood

SKILLS

- Grant research and database creation/organization via Salesforce and other CRMs
- Volunteer recruitment and organization
- Event planning and digital & print marketing
- Grant writing and proofreading

LANGUAGES

- English (Native)
- Spanish (Conversational)
- Russian (Intermediate)

PROFESSIONAL EXPERIENCES

○ CULTURAL VISTAS - WASHINGTON, DC/REMOTE

Jan 2025-Aug 2025 - Visa Specialist

- Review and evaluate participant and host company applications in Salesforce to ensure accuracy and all J-1 Visa Bridge USA guidelines are met.
- Provide efficient customer service to both the client and customer to guarantee necessary documentation is received within the allotted processing times.
- Adhere to the U.S. State Department regulations by staying aware and up to date of any new information relevant to the J-1 Cultural Exchange programs.

○ INTERNATIONAL EXCHANGE OF NORTH AMERICA (IENA), HACKETTSTOWN, NJ

Jan 2024-April 2024 - Program Coordinator

- Coordinate the placement of enthusiastic international staff in a variety of vibrant, enriching U.S. summer camps.
- Cultivate strong relationships with both staff and camp directors, ensuring a seamless and rewarding experience for all
- Efficiently manage and process a substantial volume of applications and documents for J-1 VISA sponsorship programs
- Ensure meticulous and timely review for accuracy and adherence to established criteria by the Department of State
- Communicate clearly via phone and email with clients to understand their needs and provide the best customer service

○ ST. CROIX FOUNDATION FOR COMMUNITY DEVELOPMENT, CHRISTIANSTED, VI

Oct 2021-Oct 2023 - AmeriCorps VISTA

- Assist in creating a sustainable garden program to be used as an outdoor classroom for the school community
- Secured \$75,000 for the Edible Schoolyard Project from support of the St. Croix Foundation, Kids Gardening, and Sodexo
- Research grant and funding opportunities aligning with the missions of the organizations that the Foundation supports
- Consult leaders of the Non-Profit Consortium in creating Case for Support documents as well as find sustainable solution

○ AMERIGO EDUCATION, CHULA VISTA, CA

July 2019-May 2020 - Campus Coordinator

- Establish nurturing and trusting relationships with students, parents, teachers, and school administrators
- Creating and implementing processes, procedures, and policies related to campus life, health and safety
- Enforcing an organizational focus on delivering exceptional student outcomes and satisfaction
- Provide information and feedback for monthly progress reports for each advisee in my group to ensure ongoing communication