

# Client Name

123 Name Of Street, Apartment \*\*, City, ST 12345

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## Professional Profile

*A resourceful and dedicated professional with 14+ years of experience in project management, business development, and event management. A hard-working educator with an outstanding teaching ability, as well as a high level of administrative and organizational skills within diverse working environments. Possesses excellent project management and team leadership skills, being quick to grasp new ideas and concepts and always keen to develop new skills and expertise.*

## Core Competencies

Community Development  
Customer Reporting  
Customer Service

Fundraising  
Social Media Operations  
Data Entry

Marketing and Event Planning  
Business to Business Sales  
Internet Research

## Career Summary

**09/2011 – Date**      **TEACHER**  
                                 **(Name Of) Learning Center**

- Responsible for grades 1-4, demonstrating expertise and understanding in evaluating and assessing students and completing required documentation effectively
- Actively participating in curriculum development activities, extending knowledge of teaching methods, styles and lesson planning

### Key Achievement

- Delivered learning activities for special needs children, ensuring full participation and inclusivity for students with behavioral problems

**12/2007 – 12/2008**    **ACCOUNT AND PROJECT MANAGER**  
                                 **(Name Of Company)**

- Served as a key member of the business development team, implementing the M5's voice service and overseeing 800 accounts
- Provided vital support to the product development staff; understanding the impact exercised by the customer feedback on various aspects of the company

### Key Achievement

- Made recommendations on customer relationship strategies, successfully saving relationships with more than 50 dissatisfied customers

**04/2005 – 05/2007**    **ACCOUNT EXECUTIVE**  
                                 **(Business Name) / (Alt Name)**

- Solely responsible for researching, developing, and monitoring viable marketing plans for enterprise instant messaging (eim), archiving, antispam/antivirus and web securities software within targeted territory
- Maintained award level lead generation statistics among enterprise sales team

### Key Achievement

- Built influential and visible relationships with new clients, and successfully surpassed monthly sales targets

**11/2001 – 04/2005**    **ASSOCIATE MANAGER**  
                                 **(Name Of Company)**

- Played a vital role in ensuring that the day-to-day operations of the business ran smoothly, being accountable for security, loss prevention and staff management for consumer goods retailer
- Provided effective performance management, including reviewing, setting objectives, associate development, scheduling, payroll and customer service

### Key Achievement

- Managed a \$1 million budget, and handled fiscal inventory controls, problem resolution and daily reconciliation reports

## Career Summary (temporary roles)

01/2013 - Date OFFICE MANAGER, (Name Of) Design  
01/2013 - Date HOSTESS, (Name Of...)  
03/2012 - 12/2012 SPECIAL ORDER COORDINATOR, (Name of Store)  
01/2010 - 12/2010 RECEPTIONIST, (Name of Company)  
02/2009 - 07/2009 SALES MARKETING REPRESENTATIVE, (Name of..) Consulting

## Community Activism and Fundraising

2009 - Date EVENTS COORDINATOR  
(Organization Name)

- Forging strong and sustainable relations with local charities and different organizations, effectively establishing their needs and requirements
- Applying organization's values and priorities to all communications, decisions, and actions, handling mainstream and social media channels

### Key Achievement

- Made effective use of strong organizational abilities while planning several recurring fundraising events for the (City Name) Shelter, including the annual holiday party, the spare-a-square happy hour and various group volunteer nights

2009 - Date EVENT COMMITTEE CHAIR  
(City Name) Shelter

- Successfully devising and implementing strategies, and creatively planning new fundraising events targeting different segments of the local donor population
- Utilizing creativity and marketing flair when volunteering as a Social Media Coordinator

### Key Achievements

- Raised over \$80,000 at the recent 30th anniversary gala dinner
- Spearhead the annual silent auction fundraiser, which raised in excess of \$10,000 annually

2012 - Date EVENT PLANNER / FUNDRAISER  
(City) Volunteer Ambulance Corps

- Planning and organizing community celebration, including donation solicitation and public official proclamation, always demonstrating strong customer service skills

### Key Achievement

- Raised \$8,500 towards purchase of replacement vehicles following Hurricane Sandy, and acted as a co-chair for the Gala to Rebuild (City)

2012 - Date GALA CHAIR  
(Name Of...) Gala

- Displaying strong leadership skills while supervising the volunteer team responsible for organizing the successful second annual gala with over \$25,000 in donations
- Solicited donations from local businesses while helping to conduct silent auction

### Key Achievement

- Project managed the Gala Journal, developing highly effective media campaigns to promote the event

## Education and Qualifications

Bachelor of Arts: Human Services  
(Name Of) University, City, ST (1999)

## Key Skills

- Microsoft Office, including Word, Excel and PowerPoint; Salesforce.com, Infopoll, and Resumix