

Client A. Name

City, ST 55555 • client555@aol.com • 555-123-3759

NON-PROFIT LIAISON

- ✓ Highly motivated and dynamic professional with multi-faceted experience and a passion for **Non-Profit Fundraising and Management**.
- ✓ A true leader among leaders with an analytical goal oriented personality and work ethic; has an innate ability to influence others and produce dynamic and long lasting results.
- ✓ Diverse and translatable expertise in: Community Development, Fundraising, Marketing & Event Planning, Social Media Operations, B2B Sales, Customer Service, Data Entry, Research & Reporting.
- ✓ Proficient in various technical areas including MS Office Suite, Salesforce.com, Infopoll, and Resumix.

RELEVANT EXPERIENCE

(NAME) VOLUNTEER AMBULANCE CORPS. 2012 – Present **Event Planner & Fundraiser**

Acted as Co-Chair for Gala to Rebuild (City).

- Achieved \$8,500 toward purchase of replacement vehicles following Hurricane Sandy through effective fundraising efforts and volunteer management.
- Coordinated and oversaw communication celebration including fundraising and public officials.

(NAME) LEGACY BLUE GALA 2012 – Present **Gala Chair**

Serve as Project Manager in regards to preparation and printing of Gala Journal.

- Led volunteer team in all aspects of 2nd Annual Gala, successfully earning +\$25,000 in donations.
- Facilitate fundraising efforts from local businesses while concurrently conducting annual silent auction.

(NAME) FAMILY LEARNING CENTER 2011 – Present **Teacher**

Oversee classroom environment for students in grades 1-4. Assisted with curriculum development.

- Ensure participation and understanding by all students in collaborative and positive manner.
- Facilitate close care and education of special needs children.

(NAME) SOCIAL SANDBOX 2009 – Present **Events Coordinator**

Organize several annual fundraising events, including holiday parties, Spare-a-Square Happy Hour, and various group volunteer nights.

- Act as liaison between local business or charities and +1000 members of this local social organizations.
- Maintain open, positive dialogue with mainstream and social media channels, encouraging and allowing interested parties to promote events within the organization.

(NAME) SHELTER 2009 – Present **Event Committee Chair**

Volunteer additionally as Social Media Coordinator.

- Successfully raised +\$80,000 at recent 30th Anniversary Gala.
- Spearhead annual silent auction, consistently bringing in +\$10,000 per year in donations.
- Consistently initiate new fundraising events capable of targeting un-tapped segments of local areas.

EDUCATION

Bachelor of Arts, Human Services, Name Of University, City, ST