

# JANE SMITH

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## EXPERIENCED EVENT PLANNING COORDINATOR/PROGRAM ASSISTANT

Fundraising & Donor Relations/Administrative & Organizational Support/Program Development & Expansion

### PROFESSIONAL PROFILE

A community-oriented and results-driven humanitarian with a relentless passion for improving the lives of others and a demonstrated track record of success in building and expanding campaigns, grassroots organizing, fundraising, and mobilizing public action. Recognized as a performer accustomed to working under fast-paced, high-pressure, time-sensitive conditions with little or no supervision. Flexible in accepting assignments and responsibility with a proven ability to manage multiple responsibilities/projects simultaneously, proactively resolve issues, consistently exceed established goals, and interact effectively with all levels of support staff and management. Exceptional interpersonal, organizational, presentation and communication skills. PC, Mac, and Microsoft Office proficient. Experienced in Social Media Networking.

### CORE COMPETENCIES

- *Fundraising & Development*
- *Project/Program Management*
- *Creative/Design Consultation*
- *Vendor Sourcing & Selection*
- *Time Management/Scheduling*
- *Event Planning/Coordination*
- *Social/Interactive Marketing*
- *Grant Research & Writing*
- *Executive/Staff/Office Support*
- *Data Entry/Faxing/Filing*
- *Community Education/Outreach*
- *Volunteer Recruitment/Retention*
- *Database/Records Administration*
- *Customer Service Management*
- *Networking/Referral Generation*

### EDUCATION

**Bachelor of Arts in Communication; Double Minor in Event Planning and Business Administration**

Stanford University, Palo Alto, California; Graduated: June 2011

- Teaching Assistant, Communication 416: Event Planning Course, 2010

### HONORS/AWARDS

- First Place Float Winner, Non-Profit Division - Ski to Sea Parade, May 2011
- Poster Presenter, Stanford University Scholar's Week, 2010

### NON-PROFIT EXPERIENCE/INTERNSHIPS

**ABC Company**

**Any Town, USA**

**Mar. 2011 - Jun. 2011**

*Event Planning Intern*

- Aided in the development of a community presence in local events; planned fundraising event logistics.
- Vetted locations and sourced and selected vendors for fundraising events.
- Provided creative consultation for theme and design innovation.
- Marketed events; coordinated mailings, posted on community event calendars, maintained web updates, and utilized social media to publicize on the Internet.
- Assisted with event management; registered attendees, tracked RSVP's, and worked day-of event.
- Effectively supervised event staff exercising strong personnel management, team development, and project leadership skills.

**ABC Company**

**Any Town, USA**

**Jan. 2010 - Present**

*Event Planning Intern*

- Coordinated eleven (11) events in a year; recruited, coordinated, and inspired up to three (3) volunteers per event.
- Established and developed a social media presence.
- Coordinated and hosted community awareness events and informative prevention classes; generated interest and gained support.
- Identified potential donors, conducted outreach and solicitation, secured donations, wrote thank you letters, and maintained donation inventory using Excel.
- Wrote grants, generated reports, updated program details, and developed organization profiles.
- Prepared fundraising reports and analysis for the Director of Development, Senior Management, and the Board of Directors; implemented new protocols and procedures to increase group collaboration and office efficiency.

**ADDITIONAL WORK EXPERIENCE (FOR-PROFIT SECTOR)****ABC Company****Any Town, USA****Oct. 2007 - Present***Sportswear and Gifts Department Worker*

- Maintained excellent customer service skills and a proven record as a top sales performer.
- Assisted customers with merchandise selection and addressed patrons' requests and needs.
- Directed a staff of four (4) in the Sportswear Department following the departure of the Manager and Assistant Manager; provided ongoing coaching, training, and support.
- Met with vendor representatives; suggested market trends and conceptualized, designed, and ordered new products.
- Stocked merchandise, assisted in yearly inventory reconciliation, and created visually appealing displays on the sales floor.
- Provided back-up support as a Cashier.
- Meticulously entered large volumes of data into various databases and accurately managed records.

***Selected Accomplishments:***

- Received regular hourly raises and continuously awarded increased responsibility.
- Selected to meet with representatives and assist the department manager; asked to create all the clothing orders, build numbers and descriptions in the system, and develop marketing and on-the-floor designs.
- Proven track record of success in outstanding customer service, communication, ethics, and personal performance.
- Contributed to high growth rate in sales and productivity of retail activities with personal leadership ability, analytical skills, and sales experience.

***Additional Experience:***

Courtesy Clerk/Cashier/Deli Worker, ABC Company, Any Town, USA, Apr. 2006 - Sept. 2007

**COMMUNITY INVOLVEMENT/VOLUNTEERISM**

- Event Planning Intern, Big Brothers Big Sisters, 2011 - Present
- Event Planning Intern, Brigid Collins Family Support Center, 2010 - Present
  - Volunteer, 4<sup>th</sup> of July Event, Bellingham, WA, 2011
- Volunteer Camp Coordinator, Mirabeau Chapel, 2009 and 2010
- Fundraiser, University High School Debate Team, 2002 - 2006

*References Furnished Upon Request*