

JANE SMITH

123 Any Street • Any Town, USA 12345

Mobile Telephone: 123.456.7890 • Home Telephone: 123.456.7890 • Email: janesmith@hotmail.com

EXPERIENCED ADMINISTRATIVE SPECIALIST

Executive & Staff Assistance/Special Event Planning & Coordination/Community Outreach & Education

PROFESSIONAL SUMMARY

A motivated and results-oriented Administrative Professional with extensive experience within all facets of executive and staff support, business and finance operations, program planning and management, community outreach and education, and customer service and support. Proven ability to manage multiple responsibilities simultaneously and develop constructive and effective relationships with a broad and diverse group of cross-functional business partners. A skilled communicator, presenter, and facilitator with strong business and technical acumen and demonstrated success in fundraising, marketing, and client relations. Quick learner with the capacity to easily grasp and apply new ideas, concepts, methods, and hardware/software knowledge for increased efficiency and professional results. Highly developed interpersonal, organizational, analytical, and trouble-shooting skills. Fluent in interactive and Internet technologies and social media tools.

CORE COMPETENCIES

- *Event Coordination/Execution*
- *Fundraising/Sponsorship Sales*
- *Alliance/Partnership-Building*
- *Staff/Volunteer Supervision*
- *Travel & Meeting Planning*
- *Executive/Staff Assistance*
- *Public/Media/Client Relations*
- *Website Design & Maintenance*
- *Writing/Editing/Proofreading*
- *Brand Marketing & Promotion*
- *Customer Operations & Support*
- *Project Leadership/Management*
- *Proposal/Collateral Development*
- *Community Education/Outreach*
- *Records Administration/Tracking*

EDUCATION

Bachelor of Science in Business Management; Emphasis in Marketing
Skidmore College, Saratoga Springs, New York

TECHNICAL ADDENDUM/SOFTWARE KNOWLEDGE

- Broad-Based Computer Software Knowledge and Database Management Expertise
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook, and Publisher)
- Various Association Databases ▪ Industry Specific Software ▪ Google Docs ▪ The Internet

PROFESSIONAL EXPERIENCE

ABC Company **Any Town, USA** **Feb. 2009 - Present**
Co-Founder/Program Director

A non-profit organization that maintains an on-line listing of opportunities for teenagers throughout Vermont.

- Worked in tandem with Program Developer; spearheaded the complete development and launch of the website.
- Successfully marketed website via various media outlets including facebook, twitter, local television channels, newspapers, and educational websites.
- Initiated contacts with businesses throughout the state of Vermont; identified and established collaborative partnerships and maintained strong working relationships.
- Teamed up with various educational and community programs to reach target audience.
- Awarded a Community Service Grant through the University of Vermont.

ABC Company **Any Town, USA** **Aug. 2008 - Present**
Community Outreach Volunteer

ABC Company has worked with more than 100 Vermont schools and communities to raise awareness about healthy food, the role of Vermont farms and farmers, and good nutrition.

- Cultivated links between the classrooms, cafeterias, local farms, and communities.
- Promoted the resurgence of local farms; increased equitable access to fresh, healthy food for all children through education and outreach in schools.
- Coordinated and hosted community awareness events; generated interest and gained support.
- Participated in the grant development process, delivered presentations, and developed and distributed literature.

PROFESSIONAL EXPERIENCE (CONTINUED)

ABC Company **Any Town, USA** **Feb. 1994 - Dec. 1995**
Accounting/Computer Consultant

- Provided excellent front-line customer service to existing and potential clients; developed rapport to accurately assess needs.

Selected Accomplishments:

- Worked independently and resolved issues autonomously.
- Developed a strong rapport with clients ensuring repeat/continuing business.

ABC Company **Any Town, USA** **Jan. 1992 - Jan. 1994**
Marketing Representative

ABC Company is Everything Material, the society dedicated to serving the materials science and engineering profession. With a network of 36,000 members worldwide, ABC Company provides authoritative information and knowledge on materials and processes, from the structural to the nanoscale.

- Managed and performed a wide variety of administrative/clerical duties including filing, faxing, mailing, answering phones, and front-line customer service.
- Sold, executed, and managed event plans and programs including publication materials, facility arrangements, coordination of attendee activities, and on-site management and service; wrote and distributed post event reports and analysis.
- Oversaw all correspondence with customer and vendor executives; distributed and filed incoming and outgoing communications, prepared, assembled, and disseminated correspondence, generated reports, and proofread and edited documents.
- Wrote, prepared, and distributed promotional brochures, newsletters, and public relation materials for senior marketing managers, employees, and the general public.

ABC Company **Any Town, USA** **Jun. 1989 - Dec. 1991**
Marketing Assistant - Special Events and Incentive Travel

- Negotiated and sold sponsorship opportunities; supervised staff and volunteers during the implementation of successful event programs.
- Planned and coordinated company fundraising and marketing events including worldwide sales meetings, professional golf and tennis tournaments, concerts, museum exhibitions, and incentive and recognition programs.
- Coordinated radio and television spots and organized direct mail campaigns.
- Coordinated calendar, appointments, and events within and outside of the company; scheduled in-person and telephone meetings and prepared support documents as needed.
- Monitored and processed detailed budgets and accounting for events, programs, meetings, trips, and merchandise programs.
- Worked closely with senior management including Chief Executive Officers, Presidents and Executive Groups.
- Achieved significant savings in operational, promotional, and merchandise costs.
- Organized and employed new procedures to ensure office efficiency.
- Proven track record in outstanding communication, customer service, ethics, compliance, leadership, and personal performance.

COMMUNITY INVOLVEMENT

- Volunteer, Shelburne Community School, 1995 - Present

References Furnished Upon Request