

CLIENT A. NAME

555 Name Street, Apartment ** | City, ST 12345
(555) 555-5555 | name.lastname@name.com

HUMAN SERVICE | ACCOUNT MANAGEMENT | FUNDRAISING Teacher | Account and Project Manager | Events Coordinator

Highly accomplished, result oriented and performance driven Professional leveraging over nine years of excellence in human services, account, project management, event planning, community services and fundraising field. An articulate individual astute in curriculum development, office administration, customer relationships, marketing plan, security, loss prevention, staff management and fundraising events. Possess outstanding analytical and communication skills; expert at building top-producing relationships with customers and business partners to succeed in a corporative environment.

- **Consultative and Cross-Functional Management Style**; able to cultivate and maintain strategically collaborative relationships and rapport with internal teams, colleagues, and industry-related professionals.

AREA OF EXPERTISE

- Payroll Administration
- Fiscal Inventory Controls
- Project Management
- Event Fundraising
- Internet Research/Customer Reporting
- Social Media Operations
- Product Development
- Customer Relations
- Strategic Analysis
- Salesforce.com
- B2B Sales
- MS Office

PROFESSIONAL EXPERIENCE

(NAME OF) LEARNING CENTER 2011 – PRESENT
TEACHER

Efficiently guide grades 1-4, support curriculum development, participate with students to accomplish special needs.

(NAME OF) NETWORKS 2007 – 2008
ACCOUNT AND PROJECT MANAGER

- Directed over 800 customer accounts including enterprise clients; kept above 50 dissatisfied customer relationships.
- Generated list for business continuity process and supported product development staff to assess customer advice.

(NAME OF) LABS 2005 – 2007
ACCOUNT EXECUTIVE

- Established marketing plan to sell enterprise instant messaging, archiving, antivirus and web securities software.
- Traced and hunted new clients to surpass monthly sales targets; upheld award level lead generation statistics.

(NAME OF) SHOWROOM 2001 – 2005
ASSOCIATE MANAGER

- Administered and led daily operations, security, loss prevention and staff management for consumer goods retailer.
- Efficiently controlled \$1 million budget, customer service associate development, scheduling and payroll.

COMMUNITY ACTIVISM AND FUNDRAISING EXPERIENCE

NAME OF ORGANIZATION 2009 – PRESENT
EVENTS COORDINATOR

- Establish recurring fundraising events such as the annual holiday party and spare-a-square happy hour. Liaise among businesses, local charities and above 1000 members of the (Name of Organization), a local social organization.
- Uphold dialogue with mainstream and social media channels to engage interested parties and promote events.

EXPERIENCE CONTINUED...

CLIENT A. NAME

555 Name Street, Apartment ** | City, ST 12345
(555) 555-5555 | name.lastname@name.com

(CITY NAME) SHELTER 2009 - PRESENT
EVENT COMMITTEE CHAIR

- Increase over \$80,000 at the recent 30th anniversary gala dinner; spearhead the annual silent auction fundraiser.
- Raise over \$10,000 annually and initiated new fundraising events targeting different segments of local donor people.

(CITY NAME) VOLUNTEER AMBULANCE CORPS 2012 - PRESENT
EVENT PLANNER/FUNDRAISER

- Synchronize community celebration including donation solicitation and public official proclamation.
- Elevate \$8,500 towards purchase of replacement vehicles following Hurricane Sandy.

(NAME OF) GALA 2012 - PRESENT
GALA CHAIR

- Execute volunteer team and liable for successful second annual gala, with over \$25,000 in donations.
- Solicit donations from local businesses while helping to conduct silent auction.

TEMPORARY POSITIONS

(COMPANY NAME) 2013 - PRESENT
OFFICE MANAGER

(COMPANY NAME) 2013 - PRESENT
HOSTESS

(STORE NAME) 2012 - 2012
Special Order Coordinator

(COMPANY NAME) 2010 - 2010
RECEPTIONIST

(NAME OF) CONSULTING 2009 - 2009
SALES MARKETING REPRESENTATIVE

EDUCATION

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