

Client A. Name
123 Name Of Street, Apartment **
City, ST 12345

(555) 555-5555

name@client.com

Skills

Proficient in Microsoft Word, Excel and Powerpoint; Salesforce.com, Infopoll, and Resumix.

Expertise in: Community Development; Fundraising; Marketing and Event Planning; Social Media Operations; Business to Business Sales; Customer Service and Data Entry; Internet Research and Customer Reporting

Professional Experience

Teacher

(Name of) Family Learning Center

September 2011 – present

- Manage class rooms for grades 1-4 and assist with curriculum development.
- Ensure that all students are participating, working closely with special needs children.

Long term Temporary Positions

Office Manager, (Name Of Design

January 2013 - present

Hostess, (Name)

January 2013 - present

Special Order Coordinator, (Store Name)

March 2012 - December 2012

Receptionist, (Company Name)

January 2010 - December 2010

Sales Marketing Representative, (Consulting Firm Name)

February 2009 - July 2009

Account and Project Manager

Company Name

December 2007 – December 2008

- Project manager for new implementations of M5's voice service.
- Managed over 800 customer accounts as part of a team, including enterprise clients.
- Supported product development staff to obtain and evaluate customer feedback.
- Created client checklist for business continuity process/contingency planning.
- Saved more than 50 dissatisfied customer relationships.

Account Executive, Omnipod / (Name of Labs)

April 2005 – May 2007

- Independently developed marketing plan for targeted territory to sell enterprise instant messaging (eim), archiving, antispam/antivirus and web securities software.
- Sourced and prospected new clients while exceeding monthly sales targets. Maintained award level lead generation statistics among enterprise sales team.

Associate Manager, (Name of Showroom)

November 2001 – April 2005

- Managed daily operations, security, loss prevention and staff management for consumer goods retailer.
- Accountable for \$1 million budget, associate development, scheduling, payroll and customer service.
- Responsible for fiscal inventory controls, problem resolution and daily reconciliations reports.

Community Activism and Fundraising

Events Coordinator, (Name of Organization)

2009 - present

- Serve as liaison between businesses, local charities and over 1000 members of the (Organization Name), a local social organization.
- Organize 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.
- Maintain regular dialogue with mainstream and social media channels to engage interested parties and to promote events and the organization.

Event Committee Chair, (City Name) Shelter

2009 – present

- Raised over \$80,000 at the recent 30th anniversary gala dinner.
- Spearhead the annual silent auction fundraiser which raises in excess of \$10,000 annually.
- Initiated new fundraising events targeting different segments of the local donor population.
- Volunteer Social Media Coordinator.

Event Planner / Fundraiser, (City Name) Volunteer Ambulance Corps

2012 - present

- Raised \$8,500 towards purchase of replacement vehicles following Hurricane Sandy.
- Coordinated community celebration including donation solicitation and public official proclamation.
- Co-chair for the Gala to Rebuild (City).

Gala Chair, (City Name)

2012 - present

- Managed volunteer team responsible for successful second annual gala, with over \$25,000 in donations.
- Solicited donations from local businesses while helping to conduct silent auction.
- Project managed (Name) Journal.

Education

(Name Of) University, City, ST

Bachelor of Arts in Human Services

1999

References available upon request.