

# CLIENT E. NAME

## PROJECT MANAGER

123 Name of Street, City, ST 12345 ✦ name @client.com ✦ 555-555-5555

### RESULTS-DRIVEN PROFESSIONAL SEEKING GROWTH-ORIENTED NPO LEADERSHIP ROLE

*Ambitious self-starter who exhibits proven experience in NPO development, event planning, fundraising, volunteer coordination, and project / program optimization in alignment with an organization's vision, value, and goals, and leads teams by example and with integrity to deliver services excellence. Top performer who contributes sharp analytical abilities and superior attention-to-detail while demonstrating expertise in sales / marketing, account management, project management, and office operations. Excellent communicator who seamlessly liaises among public & private-sector leaders, C-level executives, NPO staff and volunteers, business teams, clients, and the public while driving lucrative results.*

### KEY STRENGTHS

- Project Management
- Community Development
- Analytical Planning
- Event Planning
- NPO Fundraising
- Sales & Marketing
- Team Building & Training
- Cost Reduction
- Social Media Management
- Strategic Analysis
- Budget Management
- Public Relations

### PROFESSIONAL EXPERIENCE

#### HOBOKEN VOLUNTEER AMBULANCE CORPS

2012 - PRESENT

##### *Event Planner & Lead Fundraiser*

Utilize broad scope of industry knowledge and dynamic business acumen toward directing forward-thinking event planning and fundraising efforts, including coordinating community-wide celebrations, donations, and public proclamations.

##### *Results & Accomplishments*

- ✓ *Applied strong leadership talents toward serving as Co-Chair for the "Gala to Rebuild Hoboken."*
- ✓ *Raised \$8,500+ toward the cost-effective purchase of replacement vehicles after Hurricane Sandy.*

#### LOUIE'S LEGACY BLUE GALA

2012 - PRESENT

##### *Chairperson*

Strategically steer a results-focused volunteer team responsible for successful annual gala operations, including actively soliciting donations from local businesses while concurrently assisting with the lucrative completion of a key silent auction.

##### *Results & Accomplishments*

- ✓ *Served as Project Manager for the Gala Journal.*
- ✓ *Raised \$25,000+ in donations at the 2<sup>nd</sup> annual gala.*

#### HOBOKEN SOCIAL SANDBOX

2009 - PRESENT

##### *Events Committee Chair*

Play a vital role in leading a silent auction fundraiser to raise \$10,000+ annually, including initiating comprehensive new fundraising events targeting wide-ranging segments of a local donor population which was instrumental in meeting goals.

##### *Results & Accomplishments*

- ✓ *Served as an integral Volunteer Social Media Coordinator.*
- ✓ *Generated \$80,000+ at a recent 30<sup>th</sup> anniversary gala dinner.*

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## SALES & OPERATIONAL EXPERIENCE

### LEBOWITZ GOULD DESIGN

2013 – PRESENT

#### *Office Manager*

Spearhead efficient office operations by planning and prioritizing clerical tasks and business workflow to exceed goals, including developing standards and procedures, designing filing systems, preparing payroll, controlling correspondence, and reviewing and approving supply requisitions. Liaise among insurance vendors to ensure certificates match key client needs.

### BROOKS BROTHERS

2012

#### *Special Order Coordinator*

Ensured seamless retail operational processes by assisting a special orders team with daily inventory management, including working with additional locations to guarantee inventory was met and factories provided on-time product delivery.

### GOLDEN SOURCE

2010

#### *Lead Receptionist*

Optimized administrative efficiency by proactively welcoming visitors within a fast-paced business environment, including determining nature of business, routing visitors to appropriate personnel, and monitoring visitor access and issuing passes, as well as responding to incoming calls and operating PBX and multi-line systems. Cost-effectively ordered, received, and maintained high-volume office supplies inventories.

### MARATHON CONSULTING

2009

#### *Sales & Marketing Representative*

Drove business growth by effectively servicing accounts, obtaining orders, and establishing new accounts as necessary to attain goals, including planning and coordinating daily work schedules and calling on sales outlets to boost results.

### M5 NETWORKS

2007-2008

#### *Account & Project Manager*

Led targeted decision-making in the oversight of 800+ customer accounts, including project-managing M5's voice service implementations, assisting product development teams in evaluating customer feedback, and creating a client checklist for business continuity processes and contingency planning. Personally saved 50+ dissatisfied customer relationships.

### OMNIPOD/MESSAGE LABS

2005-2007

#### *Account Executive*

Maximized bottom-line performance by developing a competitive marketing plan for a large-scale territory to sell Enterprise Instant Messaging (EIM), archiving, antispan / antivirus, and web securities software. Expertly sourced and prospected new clients to exceed monthly sale targets. Achieved award-level lead generation statistics among the team.

### LIGHTING SHOWROOM

2001-2005

#### *Associate Manager*

Played a vital role in directing all daily operations, including handling security, loss prevention, customer service, and staff training / development for this consumer goods retailer. Contributed sharp analytical abilities toward managing a \$1-million budget, along with effectively coordinating team scheduling, fiscal inventory controls, daily reconciliations, and payroll.

## EDUCATION & TECHNICAL SUMMARY

NORTHEASTERN UNIVERSITY, BACHELOR OF ARTS IN HUMAN SERVICES