

EXECUTIVE ASSISTANT SUMMARY

- Executive Assistant with an extensive volunteer background in organizational roles, event planning, and administrative tasks.
- Spearheaded a fundraising campaign that raised over \$75,000 for local nonprofits, exceeding goals by 25%.
- Managed schedules and logistics for 10+ charity events per year, leading to a 20% increase in event attendance.
- Awarded Volunteer of the Year (2021), B.A. in Communications with a 3.9 GPA.

WORK EXPERIENCE

HOPE COMMUNITY CENTER

- Coordinated schedules and activities for 100+ volunteers across various events and programs.
- Implemented a digital management system for volunteer tracking, improving efficiency by 35%.
- Established partnerships with local businesses, enhancing community support and resources.

VOLUNTEER COORDINATOR

October 2023 - Present

GREEN EARTH INITIATIVE

- Led planning and execution of environmental awareness campaigns and events, increasing public engagement.
- Managed budgets up to \$30,000, ensuring projects were completed under budget with high impact.
- Developed promotional materials and online content, boosting event participation by 40%.

EVEN PLANNING VOLUNTEER

July 2023 - October 2023

BRIGHT FUTURES TUTORING PROGRAM

- Organized tutoring schedules for 50+ volunteers and students, optimizing match-ups and availability.
- Facilitated communication between volunteers, students, and parents, ensuring clear and consistent updates.
- Assisted with fundraising activities, contributing to a 50% increase in program funding.

ADMINISTRATIVE VOLUNTEER

May 2023 - July 2023

EDUCATION

UNIVERSITY OF CHICAGO

BACHELOR OF ARTS IN COMMUNICATIONS

September 2019 - May 2023

CHICAGO HIGH

HIGH-SCHOOL DEGREE

September 2015 - May 2019

SKILLS

Project Management
Coordination
Communication
Event Planning
Microsoft Office Suite
Google Workplace
CRM

INTERESTS

Passionate about natural landscape photography & outdoor exploration.