



Maya Patel

ABOUT ME

Dedicated nonprofit administrative assistant with five years of experience supporting mission-driven organizations. Skilled in donor communication, event planning, and grant tracking. Committed to improving administrative processes to enhance organizational impact.

PROFESSIONAL EXPERIENCE

Administrative Assistant I March 2018 - Present

HopeWorks Foundation, San Francisco, CA

- Managed donor database of 1,000+ contributors, ensuring accuracy and timely communication
- Coordinated annual fundraising events, increasing donations by 25% year over year
- Tracked grant deadlines and submissions, maintaining a 100% compliance rate

Volunteer Coordinator I June 2016 - February 2018

Bright Futures Nonprofit, San Francisco, CA

- Scheduled and trained 50+ volunteers annually for community outreach programs
- Prepared promotional materials for nonprofit events, increasing attendance by 15%

CERTIFICATIONS

- Certified Nonprofit Administrative Professional, Nonprofit Leadership Institute | January 2018

CONTACT



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email@example.com



LinkedIn



San Francisco, CA 94103

EDUCATION

Bachelor of Arts (B.A.) in Nonprofit Management

University of San Francisco, San Francisco, CA
June 2016

KEY SKILLS

- Donor database management
- Event coordination
- Grant tracking
- Volunteer scheduling
- Written communication