

MP



San Francisco, CA 94103



(123) 456-7890



email@example.com



LinkedIn | Portfolio

KEY SKILLS

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

CERTIFICATIONS

- Certified Nonprofit Administrative Professional, Nonprofit Leadership Institute, May 2018

Maya Patel

Nonprofit Administrative Assistant

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

HOPEWORKS FOUNDATION, SAN FRANCISCO, CA | MARCH 2018 – PRESENT

- 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

BRIGHT FUTURES NONPROFIT, SAN FRANCISCO, CA | JUNE 2016 – FEBRUARY 2018

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

EDUCATION

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

University of San Francisco, San Francisco, CA | June 2016