


Sophia Williams


Church Administrative Assistant


Compassionate church administrative assistant with five years of experience managing schedules, coordinating events, and supporting church leadership. Skilled in member communication, volunteer coordination, and financial recordkeeping. Passionate about creating a welcoming environment for congregants.

CONTACT

 (123) 456-7890

 email@example.com

 LinkedIn | Portfolio

 Dallas, TX 75201

EDUCATION

Associate of Arts (A.A.) in Office Administration
Dallas Community College,
Dallas, TX
June 2016

KEY SKILLS

- Event planning
- Member communication
- Recordkeeping
- Scheduling
- Volunteer management

PROFESSIONAL EXPERIENCE

CHURCH ADMINISTRATIVE ASSISTANT | FIRST BAPTIST CHURCH, DALLAS, TX
APRIL 2018 – PRESENT

- Manage schedules and communication for church leadership, ensuring smooth day-to-day operations
- Coordinate weekly services, special events, and community outreach programs, increasing attendance by 25%
- Maintain financial records, ensuring timely processing of donations and expenses
- Supervise and train a team of 10 volunteers for event support

OFFICE ASSISTANT | FAITH OUTREACH CENTER, DALLAS, TX
JANUARY 2016 – MARCH 2018

- Assisted with church correspondence, including newsletters and bulletins
- Organized donation records and provided reports to leadership

CERTIFICATIONS

- Certified Church Administrative Professional, Church Leadership Academy, May 2019