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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.

CONTACT

 (123) 456-7890

 email@example.com

 LinkedIn | Portfolio

 Philadelphia, PA

KEY SKILLS

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

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

CERTIFICATIONS

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