

Brandon Murphy

Nonprofit Office Manager

City, ST 12345 | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

Nonprofit Office Manager with seven years of experience supporting program directors, grant writing, and volunteer coordination.

Professional Experience

OFFICE MANAGER | HOPE FOR ALL FOUNDATION | CITY, ST | MAY 2016 – PRESENT

- Managed day-to-day operations for a \$2M annual budget, reallocating funds to expand services by 30%
- Wrote and edited grant proposals, securing \$500K in new funding
- Supervised volunteer recruitment and training, increasing retention by 45%

PROGRAM ASSISTANT | COMMUNITY OUTREACH CENTER | CITY, ST | SEPTEMBER 2013 – APRIL 2016

- Coordinated after-school programs for 100+ students
- Maintained attendance and budget records

Education

B.S. in Nonprofit Management | State University, City, ST
May 2013